

This checklist to be completed by:
Program Staff.

Care Plan Checklist for Seizures

Early Learning or Child Care Program Staff: Many care plans do not meet WAC requirements for early learning or child care programs. All items in this checklist are required for a care plan to be compliant with WACs 110-300-0215 and 110-300-0300.

Child's name: _____

Child's date of birth: _____

Important Information for Program Staff

- Unless otherwise indicated, the care plan is valid for 1 year from the licensed healthcare provider's signature date on the care plan. However, a new care plan will be needed if there are changes to the child's health condition or medication(s).
- Children's health records must be updated annually, including care plan documentation.
- Let your licensor know you have a child with special health care needs enrolled.
- If you need to call emergency medical services (911), you must notify DCYF within 24 hours.

Care Plan Checklist

- Review the child's care plan. It must include the following items before the child attends or resumes care:**
 - Child's first and last name
 - Child's date of birth
 - Child's medical diagnosis, if known
 - Description of triggers and/or symptoms of the medical condition
 - If medication is prescribed:
 - List of emergency and daily medication(s)
 - When to give the medication(s), in response to specific symptoms or at specific times
 - How to give the medication (for example: by mouth [oral], on skin [topical], etc.)
 - How much medication to give (dose)
 - Possible side effects of the medication(s)
 - Medication expiration date
 - Emergency response plans. For example: when to call the parent or guardian, emergency medical services (911), and emergency contacts
 - Environmental, activity, or behavioral modifications or accommodations to help care for the child, if needed
 - A care schedule if the child requires routine or daily interventions, or services provided by visiting health professionals

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- Parent or guardian consent for program staff to follow the care plan
- Parent or guardian training to program staff about medication administration, special equipment or supplies, and medical procedures listed in the child's care plan is documented
- Contact information for the child's healthcare provider and other visiting health professionals
- Licensed healthcare provider's signature and date

- In addition to WAC requirements, a seizure care plan should include the following information:**
 - Type(s) of seizure(s) the child may experience
 - How long each seizure type may last
 - How frequent each seizure type may be
 - Specific symptoms the child may experience during each seizure type
 - Instructions for post-seizure care
 - Potential triggers of the child's seizure(s)
 - Any implanted devices to manage or treat the seizure disorder, and instructions on how to use them
 - Specific food and diet recommendations
 - Preferred hospital in case of an emergency

- Look at the medication(s) the child has been prescribed. Make sure each medication is labeled with or has the following:**
 - The original packaging
 - The child's first and last name (can write directly on medication container)
 - Date the medication prescription was filled, if prescribed
 - Name and contact information of the prescribing healthcare provider
 - Medication expiration date
 - How much medication to give (dose)
 - How to give the medication (for example: by mouth [oral], on skin [topical], etc.)
 - A measuring device that matches the amount medication to give (dose). For example: the medication label says to give 5mL of medication, so the measuring cup or syringe should have a marker for 5mL.
 - Storage instructions (for example: refrigerate; keep away from light, etc.)
 - A Medication Log (or Controlled Substance Medication Log)

- A 3-Day Critical Medication Authorization Form is also required if the child is on a medication that they take at home that is life-sustaining.** If this is the case, ensure this form is attached to the child's care plan and that it includes:
 - The child's first and last name
 - The child's date of birth
 - Medical reason for the medication
 - When to give the medication(s), in response to specific symptoms or at specific times
 - How to give the medication (for example: by mouth [oral], on skin [topical], etc.)
 - How much medication to give (dose)

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- Possible side effects of the medication(s)
- Medication expiration date
- Licensed healthcare provider's signature
- Parent or guardian consent for program staff to administer the medication to the child, as ordered

- Medication Storage Requirements:**
 - Medication must be stored in a way that is inaccessible to children.
 - Controlled substances must be stored in a locked container or cabinet.
 - External medication (applied on skin) is stored separately from internal medication (injected or taken by mouth).

- The child's care plan is stored in the child's health record.**

- A copy of the child's care plan and the emergency medication(s) are stored together and easily accessible to program staff in the child's classroom.**