

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**HEALTH CARE PLAN**  
**Day Care Center**

PROGRAM NAME: Little Froggies Childcare LLC	
LICENSE NUMBER: 922997	DATE HEALTH CARE PLAN SUBMITTED TO THE OFFICE OF CHILDREN AND FAMILY SERVICES (OCFS): 7/22/25

**Note:**

- It is the program's responsibility to follow the health care plan and all day care regulations.
- OCFS must review and approve the health care plan as part of the licensing/registration process.
- OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes.
- A health care consultant must approve health care plans for programs that administer medications and for programs that care for infants and toddlers or moderately ill children.
- The program's health care plan will be given to parents at admission and whenever changes are made, and the health care plan will be made available to parents upon request.
- The health care plan must be on site and followed by all staff/caregivers.
- The program's anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.
- If a conflict occurs between day care regulations and emergency health guidance promulgated by DOH in the interest of public health during a designated public health emergency, such emergency guidance must be followed.

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## Section 1: Child Health and Immunizations

The program cares for (**check all that apply; at least one MUST be selected**):

- Well children**
- Mildly ill children** who can participate in the routine program activities with minor accommodations. A child who meets any of the following criteria is defined as "mildly ill":
  - The child has symptoms of a minor childhood illness that does not represent a significant risk of serious infection to other children.
  - The child does not feel well enough to participate comfortably in the usual activities of the program but is able to participate with minor modifications, such as more rest time.
  - The care of the child does not interfere with the care or supervision of the other children.
- Moderately ill children** who require the services of a health care professional but have been approved for inclusion by a health care provider to participate in the program. A child who meets any of the following criteria is defined as "moderately ill":
  - The child's health status requires a level of care and attention that cannot be accommodated in a child day care setting without the specialized services of a health professional.
  - The care of the child interferes with the care of the other children and the child must be removed from the normal routine of the child care program and put in a separate designated area in the program, but has been evaluated and approved for inclusion by a health care provider to participate in the program.

**NOTE: The definitions above do not include children who are protected under the Americans with Disabilities Act (ADA). Programs must consider each child's case individually and comply with the requirements of the ADA. For children with special health care needs, see Section 2.**

### ***Key criteria for exclusion of children who are ill***

- The child is too ill to participate in program activities. ☀
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children; ☀
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing or having a quickly spreading rash; ☀
- Fever:
  - Temperature above 101°F [38.3°C] orally, or 100°F [37.8°C] or higher taken axillary (armpit) or measured by an equivalent method **AND** accompanied by behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea, breathing difficulty or cough). ☀
  - Under six-months of age: Unexplained temperature above 100°F [37.8°C] axillary (armpit) or 101°F [38.3°C] rectally (caregivers are prohibited from taking a child's temperature rectally) should be medically evaluated. ☀
  - Under two months of age: Any fever should get urgent medical attention. ☀

*(exclusion criteria continued next page)*

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## (exclusion criteria continued from previous page)

- Diarrhea:
  - Diapered children whose stool is not contained in the diaper or if the stool frequency exceeds two or more stools above normal for the child. ☀
  - Toilet-trained children if the diarrhea is causing soiled pants or clothing. ☀
  - Blood or mucous in the stools not explained by dietary change, medication, or hard stools. ☀
  - Confirmed medical diagnosis of salmonella, E. coli or Shigella infection, until cleared by the child's health care provider to return to the program. ☀
- Vomiting more than two times in the previous 24 hours unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated. ☀
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness. ☀
- Mouth sores with drooling unless the child's health care provider states that the child is not infectious. ☀
- Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return. ☀
- Streptococcal pharyngitis (*strep throat or other streptococcal infection*), until 24 hours after treatment has started. ☀
- Head lice, until after the first treatment (*note: exclusion is not necessary before the end of the program day*). ☀
- Scabies, until treatment has been given. ☀
- Chickenpox (varicella), until all lesions have dried or crusted (*usually six days after onset of rash*). ☀
- Rubella, until six days after rash appears. ☀
- Pertussis, until five days of appropriate antibiotic treatment. ☀
- Mumps, until five days after onset of parotid gland swelling. ☀
- Measles, until four days after onset of rash. ☀
- Hepatitis A virus infection, until the child is approved by the health care provider to return to the program. ☀
- Any child determined by local health department to be contributing to the transmission of illness during an outbreak. ☀
- Impetigo until treatment has been started. ☀

☀ Adapted from Caring for Our Children: *National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition*.

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## Medical Statements and Immunizations

Upon enrollment, any child, except those in kindergarten or a higher grade, in the program will provide a written statement signed by a health care provider verifying that the child is able to participate in child day care and currently appears to be free from contagious or communicable diseases. A *Child in Care Medical Statement* for each child must have been completed within the 12 months preceding the date of enrollment. Form **OCFS-LDSS-4433, Child in Care Medical Statement** may be used to meet this requirement.

The program will accept a child who has not received all required immunizations only as allowed by regulation. The program will keep documentation that each child has received the immunizations required by New York State Public Health Law unless exempt by regulation.

How often are immunization records reviewed for each age group? (**check all that apply; at least one MUST be selected**)

- ◆ 6 weeks to 2 years:  Weekly  Monthly  Quarterly  Yearly
- ◆ 2 years to 5 years:  Weekly  Monthly  Quarterly  Yearly

Parents will be notified in the following way(s) when records indicate immunizations need to be updated: (**check all that apply**)

- Written notice
- Verbally

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## **Section 2: Children with Special Health Care Needs**

**Children with special health care needs means children who have chronic physical, developmental, behavioral, or emotional conditions expected to last 12 months or more and who require health and related services of a type or amount beyond that required by children generally.**

- Any child identified as a child with special health care needs will have a written Individual Health Care Plan that will provide all information needed to safely care for the child. This plan will be developed with the child's parent and health care provider.
- Any child with a known allergy will have a written Individual Allergy and Anaphylaxis Emergency Plan attached to the Individual Health Care Plan that includes clear instructions of action when an allergic reaction occurs. Additionally, upon enrollment into the child care program, the parent/guardian will complete form **OCFS-LDSS-0792, Day Care Enrollment** (Blue Card) or an approved equivalent that will include information regarding the child(s) known or suspected allergies. This documentation will be reviewed and updated at least annually or more frequently as needed. The program may be required, as a reasonable accommodation under the Americans with Disabilities Act, to obtain approval to administer medication if the child needs medication or medical treatment during program hours.

The program may use (**check all that apply; at least one MUST be selected**):

Form **OCFS-LDSS-7006, Individual Health Care Plan for a Child with Special Health Care Needs**  
 Other: (please attach the program's plan for individualized care)

Additional documentation or instruction may be provided.

Explain here: as a replacement for form 7006 one of the following may be used:

Special Health Care Plan for a Child with Asthma  
Food Allergy and Anaphylaxis Emergency Care Plan  
Special Health Care Plan for a Child with Seizures  
AAP\_Allergy and Anaphylaxis Emergency Plan  
Care Plan for a Child with Special Health Care Needs  
Individual Special Health Care plan from a child's doctor's office

The program may use (**check all that apply; at least one MUST be selected**):

Form **OCFS-6029, Individual Allergy and Anaphylaxis Emergency Plan**  
 Other: (please attach the program's plan for individualized care)

Additional documentation or instruction may be provided.

Explain here: as a replacement for form 6029 one of the following may be used:

Food Allergy and Anaphylaxis Emergency Care Plan  
AAP\_Allergy and Anaphylaxis Emergency Plan  
Individual Special Health Care Plan from the child's doctor's office

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### **Section 3: Daily Health Checks**

A daily health check will be done on each child when the child arrives at the program and whenever a change in the child's behavior and/or appearance is noted. The child must be awake when the check is done, and the following procedure will be used (**check one; at least one MUST be selected**):

- See **Appendix A: Instructions for Daily Health Check**
- Other:

Explain here:

The daily health check will be documented. Check the form you will use to meet this requirement:

- Form **OCFS-LDSS-4443, Child Care Attendance Sheet**
- Other: (please attach form developed by the program)

Staff will be familiar with the signs and symptoms of illness, communicable disease, and injury, as well as the exclusion criteria listed in the Health Care Plan in Section 1.

Staff and volunteers will be trained in preventing, recognizing, and responding to allergic reactions and anaphylaxis.

Staff will keep a current knowledge of the *New York State Department of Health's list of communicable diseases [DOH-389]* accessible at: [https://health.ny.gov/forms/instructions/doh-389\\_instructions.pdf](https://health.ny.gov/forms/instructions/doh-389_instructions.pdf)

Children will be monitored throughout the day. Parents will be notified immediately of any change in the child's condition or if the care of the child exceeds what the program can safely provide. If necessary, the program will make arrangements with the parents for obtaining medical treatment. If a parent cannot be reached or if the child's condition warrants, emergency medical treatment will be obtained without delay by calling 911.

Any signs of illness including allergic reactions and anaphylaxis, communicable disease, injury and/or suspected abuse and maltreatment found will be documented and kept on file for each child in the following way (**check all that apply; at least one MUST be selected**):

- In each child's file
- In a separate log
- Other: once completed it would be placed in the child's permanent file

Explain here:

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The program will ensure that adequate staff are available to meet the needs of the ill child without compromising the care of the other children in the program.

Explain the procedures for caring for a child who develops symptoms of illness while in care.

Explain here:

1. Assess the symptoms for need to call 911/emergency care or if the symptoms meet exclusion criteria.
2. Separate the child from the others, if indicated, while providing comfort measures as needed.
3. Maintain care and supervision for all children. Call 911 if necessary.
4. Call the parent or emergency contacts and agree on a plan of care.
5. Document the symptoms and the plan of care

Mandated reporters who have reasonable cause to suspect a child in care is being abused or maltreated will take the following actions:

- 1) Immediately make or cause to be made an oral report to the **mandated reporter hotline (1-800-635-1522)**.
- 2) File a written report using form **LDSS-2221A, Report of Suspected Child Abuse or Maltreatment** to the local Child Protection Services (CPS) within 48 hours of making an oral report.
- 3) After making the initial report, the reporting staff person must immediately notify the director or licensee of the center that the report was made.
- 4) The program must immediately notify OCFS upon learning of a serious incident, involving a child which occurred while the child was in care at the program or was being transported by the program.
- 5) Additional procedures (if any):

Explain here:

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## **Section 4: Staff Health Policies**

The program will operate in compliance with all medical statement requirements as listed in 418-1.11(b). Any staff person or volunteer with signs and symptoms of illness that match the exclusion criteria for children listed in this health care plan will not care for children.

## Section 5: Infection Control Procedures

The program will use the procedures in the attached appendices to reduce the risk of infection or attach an alternate for each area (**check all that apply; at least one MUST be selected for each category**):

- Hand washing  Appendix B  Other (attach)
- Diapering  Appendix C  Other (attach)
- Safety precautions related to blood and bodily fluids  Appendix D  Other (attach)
- Cleaning, disinfecting, and sanitizing of equipment and toys  Appendix E  Other (attach)
- Gloving  Appendix F  Other (attach)

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## **Section 6: Emergency Procedures**

If a child experiences a medical emergency, the program will obtain emergency medical treatment without delay by calling 911.

The director and all teachers must have knowledge of and access to children's medical records and all emergency information.

911 and the poison control telephone numbers must be conspicuously posted on or next to the program's telephone.

The program may use the following form to record emergency contact information for each child (**check one; at least one MUST be selected**):

- OCFS form: *Day Care Enrollment, OCFS-LDSS-0792* (Blue Card)
- Other: *(please attach form developed by the program)*

The program will keep current emergency contact information for each child in the following easily accessible location(s): (**check all that apply; at least one MUST be selected**):

- The emergency bag
- On file
- Other:

Explain here:

In the event of a medical emergency, the program will follow (**check one; at least one MUST be selected**):

- Medical Emergency (Appendix G)*
- Other: *(Attach)*

Additional emergency procedures (*if needed*):

Explain here:

## **Section 7: First Aid Kit**

First aid kits will be kept out of reach of children and restocked when items are used. The program will have at least one first aid kit.

The program's first aid kit(s) will be stored in the following area(s) in the program:

*(It is recommended that a kit be taken on all trips off the program site and that a kit be kept in the emergency bag for use in the event of an emergency evacuation.)*

Explain here: The first aid kit is stored in the director's office, out of reach of children.

The following are recommended items that a first aid kit should contain, but is not limited to:

- Disposable gloves, preferably vinyl
- Sterile gauze pads of various sizes
- Bandage tape
- Roller gauze
- Cold pack

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List any additional items (or substitutions for the recommended items listed above) that will be stored in the first aid kit: bandaids

Staff will check the first aid kit contents and replace any expired, worn, or damaged items: **(check all that apply)**

- After each use
- Monthly
- Other:

Explain here:

The program will **(check all that apply)**:

- Keep the following non-child-specific, over-the-counter topical ointments, lotions, creams, and sprays in the first aid kit: *(Programs must have parental permission to apply before using.)*

Explain here:

- Keep the following non-child-specific, over-the-counter medication in the first aid kit: *(Programs that plan to store over-the-counter medication given by any route other than topical **must** be approved to administer medication and have all appropriate permissions as required by regulation before administering the medication to a child.)*

Explain here:

- Keep non-child-specific epinephrine auto-injector medication (e.g., EpiPen®, AUVE-Q) in the first aid kit: *(Programs **must** be approved to stock epinephrine auto-injectors and have a staff on site who has successfully completed the OCFS approved training as required by regulation before storing and administering the medication to a child.)*

Explain here:

- Keep the following types of child-specific medication (e.g., EpiPen®, asthma inhalers) in the first aid kit: *(Programs **must** be approved to administer medication, with the exception of epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers, and have all appropriate permissions as required by regulation, before storing and administering the medication to a child.)*

Explain here:

The program must check frequently to ensure these items have not expired.

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## Section 8: Program Decision on the Administration of Medication

The program has made the following decision regarding the administration of medication ( <b>check all that apply; at least one MUST be selected</b> ):		
<input checked="" type="checkbox"/>	The program WILL administer over-the-counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent.	Complete Sections 9-12 and Section 22
<input checked="" type="checkbox"/>	The program WILL administer patient-specific epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers.	Complete Sections 9-12 and Section 22
<input type="checkbox"/>	The program WILL administer stock epinephrine auto-injectors.	Complete Sections 22 16, 22 and Appendix H and J
<input type="checkbox"/>	The program WILL administer medications that require the program to have this health care plan approved by a health care consultant as described in Sections 13 and 14.	Complete Sections 9 and Sections 13-22

**If the program will not administer medication (other than over-the-counter topical ointments, lotions and creams, sprays, including sunscreen products and topically applied insect repellent and/or epinephrine auto-injectors, diphenhydramine in combination with the epinephrine auto-injector, asthma inhalers and nebulizers), explain how the needs of the child will be met if the child is taking medication that requires administration during program hours.**

Explain here: See below

### \*Parent/Relative Administration

A person who is a relative, at least 18 years of age (*with the exception of the child's parents*), who is within the third degree of consanguinity of the parents or step parents of the child, even if the person is an employee or volunteer of the program, may administer medication to the child - they are related to while the child is attending the program, even though the program is not approved to administer medication.

A relative within the third degree of consanguinity of the parents or step-parents of the child includes: the grandparents of the child; the great-grandparents of the child; the great-great-grandparents of the child; the aunts and uncles of the child, including the spouses of the aunts and uncles; the great-aunts and great-uncles of the child, including the spouses of the great-aunts and great-uncles; the siblings of the child; and the first cousins of the child, including the spouses of the first cousins.

If medication is given to a child by a parent or a relative within the third degree of consanguinity of the parents or stepparents of the child during program hours, the dose and time of medication administration must be documented and may be documented in the following manner (**check one; at least one MUST be selected**):

- OCFS form: **OCFS-LDSS-7004, Log of Medication Administration**
- Other: (*please attach form developed by the program*)

**Section 9: Programs that WILL Administer Over-the-Counter Topical Ointments, Lotions and Creams, and Sprays, Including Sunscreen Products and Topically Applied Insect Repellant, and/or patient-specific Epinephrine Auto-injectors, Diphenhydramine in Combination with the Epinephrine Auto-injector, Asthma Inhalers and Nebulizers.**

**Over-the-Counter Topical Ointments, Lotions and Creams, and Sprays Including Sunscreen Products and Topically Applied Insect Repellant (TO/S/R)**

The program will have parent permission to apply any TO/S/R.

Any over the counter TO/S/R will be applied in accordance with the package directions for use. If the parent's instructions do not match the package directions, the program will obtain health care provider or authorized prescriber instructions before applying the TO/S/R.

All over the counter TO/S/R will be kept in its original container. All child specific TO/S/R will be labeled with the child's first and last names.

TO/S/R will be kept in a clean area that is inaccessible to children.

Explain where these will be stored:

Diaper cream is stored near the diaper changing table.

Sunscreen/OTC topicals are stored in a bin in a cupboard in the classroom.

All are inaccessible to children

All leftover or expired TO/S/R will be given back to the child's parent for disposal. TO/S/R not picked up by the parent may be disposed of in a garbage container that is not accessible to children.

All over the counter TO/S/R applied to a child during program hours will be documented and maintained in the following way (**check all that apply; at least one MUST be selected**):

- OCFS form *Log of Medication Administration, OCFS-LDSS-7004*
- On a child-specific log (*please attach form developed by the program*)
- Other:

Explain here: **OTC Topical Log**

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All observable side effects will be documented. Parents will be notified immediately of any observed side effects. If necessary, emergency medical services will be called.

The program will (**check all that apply**):

- Apply over the counter TO/S/R, which parents supply for their child.
- Keep a supply of stock over the counter TO/S/R to be available for use on children whose parents have given consent. These include the following:

Explain here:

Parent permission will be obtained before any non-child-specific over the counter TO/S/R will be applied. Parents will be made aware that the TO/S/R being applied is not child-specific and may be used by multiple children.

The program will adhere to the following infection control guidelines whenever using non child-specific TO/S/R:

- Hands will be washed before and after applying the TO/S/R.
- Care will be taken to remove the TO/S/R from the bottle or tube without touching the dispenser.
- An adequate amount of TO/S/R will be obtained so it is not necessary to get more once the staff has started to apply the TO/S/R (*if additional TO/S/R must be dispensed after applying it to a child's skin, hands will be washed before touching the dispenser*).
- Gloves will be worn when needed.
- TO/S/R that may be contaminated will be discarded in a safe manner.

It is the program's obligation to protect the children in care from injury. Part of this obligation includes the application of TO/S/R according to parent permission.

Describe the program's procedure for protecting children in the absence of parental permission to apply TO/S/R, such as sunscreen or insect repellent:

Explain here: 1. Explore with parent why they are not giving permission & the importance of the OTC topicals; 2. Request the parent supply a hat & if possible protective clothing; 3. Keep the child in a shaded area when outside and limit outdoor exposures during the highest risk times (10a-2p); 4. Have the child with supervision assess their exposed skin for insect bites, sunburn and rashes upon return indoors; 5. Keep the diaper area dry, change diapers frequently as needed.

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## Patient-Specific Epinephrine Auto-Injectors, Diphenhydramine in Combination with the Epinephrine Auto-Injector, Asthma Inhalers and Nebulizers.

Staff **NOT** authorized to administer medications may administer emergency care through the use of patient-specific epinephrine auto-injector devices, diphenhydramine when prescribed for use in combination with the epinephrine auto-injector, asthma inhalers or nebulizers, when necessary to prevent or treat anaphylaxis or breathing difficulty for an individual child, when the parent and the child's health care provider have indicated such treatment is appropriate.

In addition, the program will obtain the following:

- A written *Individual Health Care Plan* (IHP), for a Child with Special Health Care Needs must be submitted. Form **OCFS-LDSS-7006**, *Individual Health Care Plan for a Child with Special Health Care Needs*, may be used to meet this requirement. (See **Section 2: Children with Special Health Care Needs**.)
- Form **OCFS-6029**, *Individual Allergy and Anaphylaxis Emergency Plan* for children with a known allergy, and the information on the child's **OCFS-LDSS-0792**, *Day Care Enrollment* (Blue Card).
- An order from the child's health care provider to administer the emergency medication including a prescription for the medication. The OCFS *Medication Consent Form - Child Day Care Program*, **OCFS-LDSS-7002**, may be used to meet this requirement.
- Written permission from the parent to administer the emergency medication as prescribed by the child's health care provider. The OCFS *Medication Consent Form - Child Day Care Program*, **OCFS-LDSS-7002**, may be used to meet the requirement.
- Instruction on the use and administration of the emergency medication that has been provided by the child's parent, child's health care professional or a health care consultant.

Additionally:

- Staff who have been instructed on the use of the epinephrine auto-injector, diphenhydramine, asthma medication or nebulizer must be present during all hours the child with the potential emergency condition is in care and must be listed on the child's Individual Health Care Plan.
- The staff administering the epinephrine auto-injector, diphenhydramine, asthma medication or nebulizer must be at least 18-years old, unless the administrator is the parent of the child.
- Staff must immediately contact **911** after administering epinephrine.
- If an inhaler or nebulizer for asthma is administered, staff must call **911** if the child's breathing does not return to normal after its use.
- Storage, documentation of administration of medication and labeling of the epinephrine auto-injector, asthma inhaler and asthma nebulizer must be in compliance with all appropriate regulations.

Explain where these will be stored: In a bin in a cupboard in the child's classroom when they go outside it will be taken with them stored in a thermal bag, always inaccessible to children.

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## **School-Age Children Exemptions for Carrying and Administering Medication**

When a program has agreed to administer an inhaler to a child with asthma or other diagnosed respiratory condition, or a patient-specific epinephrine auto-injector for anaphylaxis, a school-age child may carry and use these devices during day care hours if the program secures written permission of such use of a duly authorized health care provider or licensed prescriber, and written parental consent, and completes an Individual Health Care Plan for the child.

The Individual Health Care Plan, parental consent and health care provider or licensed prescriber consent documenting permission for a school-age child to carry an inhaler or patient-specific epinephrine auto-injector must be maintained on file by the program.

**Sections 10-12** must be completed ONLY if the program plans to administer over the counter topical ointments, lotions and creams, and sprays, including sunscreen products and topically applied insect repellent and/or patient specific epinephrine auto injector, diphenhydramine in combination with the patient specific epinephrine auto injector, asthma inhalers and nebulizers, and NOT administer any other medication.

### **Section 10: Confidentiality Statement**

Information about any child in the program is confidential and will not be given to anyone except OCFS, its designees or other persons authorized by law.

Health information about any child in the program can be given to the social services district upon request if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

### **Section 11: Americans with Disabilities Act (ADA) Statement**

The program will comply with the provisions of the Americans with Disabilities Act. If any child enrolled in the program now or in the future is identified as having a disability covered under the Americans with Disabilities Act, the program will assess the ability of the program to meet the needs of the child. If the program can meet the needs of the child without making a fundamental alteration to the program and the child will need regular or emergency medication, the program will follow the steps required to have the program approved to administer medication.

### **Section 12: Licensee Statement**

It is the program's responsibility to follow the health care plan and all day care regulations.

OCFS must review and approve the health care plan as part of the licensing process. OCFS must review and approve any changes or revisions to the health care plan before the program can implement the changes.

The program's health care plan will be given to parents at admission and whenever changes are made, and the health care plan will be made available to the parents upon request.

The program's anaphylaxis policy will be reviewed annually, and parents will be notified of the policy at admission and annually after that.

Day Care Program's Name (please print): Little Froggies Childcare LLC		License #: 922997
Authorized Signature: <i>Teri Miller</i>	Authorized Name (please print): Teri Miller	Date: 7 / 17 / 25

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## **Section 17: Medication Errors: COMPLETE THIS SECTION IF THE PROGRAM WILL ADMINISTER ANY MEDICATION**

The parent must be notified immediately and OCFS must be notified within 24-hours of any medication administration errors. Notification to OCFS must be reported on form **OCFS-LDSS-7005, Medication Error Report**, provided by OCFS or on an approved equivalent. The program will maintain confidentiality of all children involved.

When any medication error occurs, the program:

- May encourage the child's parent to contact the child's health care provider when the error occurs.
- Will notify OCFS as soon as possible, but no later than 24-hours of any medication error.
- Will complete the form, **OCFS-LDSS-7005, Medication Error Report** or approved equivalent, to report all medication errors that occur in the program. If more than one child is involved in the error, the program will complete the form **OCFS-LDSS-7005, Medication Error Report**, for each child involved.

In addition, the program will notify these additional people (e.g., the program's Health Care Consultant). If no additional notifications, put NA in this section.

List here: notify our health care consultant at 654-4720

## **Section 18: Health Care Consultant Information and Statement**

**Section 18 must be completed by the Health Care Consultant (HCC) if the program will administer any medication and/or for programs offering care to infants and toddlers or moderately ill children.**

HCC Information: See Addendum CCC HCC of Record Policy

Name of HCC (Please print clearly): Chris Meagher BSN, RN		
Profession:  (An HCC must have a valid NYS license to practice as a physician, physician assistant, nurse practitioner or registered nurse). <b>(Check all that apply; at least one MUST be selected):</b>	<input type="checkbox"/> Physician	License number: Exp. Date: / /
	<input type="checkbox"/> Physician Assistant	License number: Exp. Date: / /
	<input type="checkbox"/> Nurse Practitioner	License number: Exp. Date: / /
	<input checked="" type="checkbox"/> Registered Nurse	License number: 370954 Exp. Date: 02 / 28 / 2027

As the program's Health Care Consultant, I will:

- Review and approve the program's health care plan. My approval of the health care plan indicates that the policies and procedures described herein are safe and appropriate for the care of the categories of children in the program.
- Notify the program if I revoke my approval of the health care plan. If I choose to do so, I may also notify the New York State Office of Children and Family Services (OCFS) of this revocation at **1-800-732-5207** (or, in New York City, I may contact the local borough office for that program) or send written notification to OCFS.
- Notify the program immediately if I am unable to continue as the HCC of record.

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In addition, as the program's Health Care Consultant, I will:

- Verify that all staff authorized to administer medication have the necessary professional credentials or have successfully completed all required trainings as per the NYS OCFS day care regulations (*MAT, age-appropriate CPR and first aid training, emergency medication, Epinephrine Auto-Injector*).

Other:

Explain here:

### **Health Care Consultant Review of Health Care Plan**

For programs offering administration of medication, the program's Health Care Consultant (HCC) must visit the program at least once a year. For programs offering care to infants and toddlers or moderately ill children that are not otherwise administering medication, the program's HCC must visit the program at least once every two years. This visit will include:

- A review of the health care policies and procedures.
- A review of documentation and practice.
- An evaluation of the program's ongoing compliance with the Health Care Plan (HCP) and policies.

HCP review date	HCC Signature
/ /	
/ /	
/ /	
/ /	

I approve this Health Care Plan as written as of the date indicated below my signature:

Health Care Consultant Signature: *Chris Meagher BSN, RN*

Health Care Consultant Name (please print):

Date: 7/22/25

### **Section 19: Confidentiality Statement**

Information about any child in the program is confidential and will not be given to anyone except OCFS, its designees or other persons authorized by law.

Health information about any child in the program will be given to the social services district upon request if the child receives a day care subsidy or if the child has been named in a report of suspected child abuse or maltreatment or as otherwise allowed by law.

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## **Section 22: Training**

All child day care personnel must be trained in the program's Health Care Plan and policies including a training program for child day care personnel in screening and identification of children with allergies, how to prevent, recognize and respond to food and other allergic reactions and anaphylaxis, strategies to reduce risk of exposure to allergic triggers, how the program will handle anaphylaxis episodes.

Staff/volunteers will be trained in the following method(s) (**check all that apply; at least one MUST be selected**):

- Orientation upon hire
- Staff meetings
- Scheduled professional development.

Communication plan for intake and dissemination of information among staff and volunteers regarding children with food or other allergies (including risk reduction) will include (**check all that apply; at least one MUST be selected**):

- Posting in program
- Staff meetings
- Other

Explain here:

The program will routinely monitor to ensure new staff/volunteers are receiving the training outlined above in the following manner (**check all that apply; at least one MUST be selected**):

- File review
- Staff meetings
- Other

Explain here:

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## Appendix A:

### Instructions for Doing a Daily Health Check

A daily health check occurs when the child arrives at the program and whenever a change in the child's behavior and/or appearance is noted. The child must be awake so an accurate assessment can be done. Check the following while at the child's level so you can interact with the child when talking with the parent:

1. Child's behavior: is it typical or atypical for time of day and circumstances?
2. Child's appearance:
  - Skin: pale, flushed, rash (*Feel the child's skin by touching affectionately.*)
  - Eyes, nose, and mouth: note color; are they dry or is there discharge? Is child rubbing eye, nose, or mouth?
  - Hair (*In a lice outbreak, look for nits within ¼" of the scalp.*)
  - Breathing: normal or different; cough
3. Check with the parent:
  - How did the child seem to feel or act at home?
  - Sleeping normally?
  - Eating/drinking normally? When was the last time child ate or drank?
  - Any unusual events?
  - Bowels and urine normal? When was the last time child used toilet or was changed?
  - Has the child received any medication or treatment?
4. Any evidence of illness or injury since the child was last participating in child care?
5. Any indications of suspected child abuse or maltreatment?

Document that the daily health check has been completed. **OCFS-LDSS-4443, Child Care Attendance Sheet** may be used to meet this requirement.

Any signs of illness, communicable disease, injury and/or suspected abuse and maltreatment found will be documented and kept on file for each child in accordance with **Section 3: Daily Health Checks**.

## Appendix B: Hand Washing

Staff and volunteers must thoroughly wash their hands with soap and running water:

- At the beginning of each day.
- Before and after the administration of medications.
- When they are dirty.
- After toileting or assisting children with toileting.
- After changing a diaper.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

Staff and volunteers must ensure that children thoroughly wash their hands or assist children with thoroughly washing their hands with soap and running water:

- When they are dirty.
- After toileting.
- Before and after food handling or eating.
- After handling pets or other animals.
- After contact with any bodily secretion or fluid.
- After coming in from outdoors.

All staff, volunteers and children will wash their hands using the following steps:

- 1) Moisten hands with water and apply liquid soap.
- 2) Rub hands with soap and water for at least 30 seconds – remember to include between fingers, under and around fingernails, backs of hands, and scrub any jewelry.
- 3) Rinse hands well under running water with fingers down so water flows from wrist to fingertips.
- 4) Leave the water running.
- 5) Dry hands with a disposable paper towel or approved drying device.
- 6) Use a towel to turn off the faucet and, if inside a toilet room with a closed door, use the towel to open the door.
- 7) Discard the towel in an appropriate receptacle.
- 8) Apply hand lotion, if needed.

When soap and running water is not available and hands are visibly soiled, individual wipes may be used in combination with hand sanitizer. The use of hand sanitizers on children under the age of 2-years is prohibited.

## Appendix C:

### Diapering

Diapering will be done only in the selected diapering area. Food handling is not permitted in diapering areas.

Surfaces in diapering areas will be kept clean, waterproof, and free of cracks, tears, and crevices. All containers of skin creams and cleaning items are labeled appropriately and stored off the diapering surface and out of reach of children.

Diapers will be changed using the following steps:

- 1) Collect all supplies but keep everything off the diapering surface except the items you will use during the diapering process. ~~Prepare a sheet of non-absorbent paper that will cover the diaper changing surface from the child's chest to the child's feet.~~ Bring a fresh diaper, as many wipes as needed for this diaper change, non-porous gloves, and a plastic bag for any soiled clothes.
- 2) Wash hands and put on gloves. Avoid contact with soiled items. Items that come in contact with items soiled with stool or urine will have to be cleaned and sanitized. Carry the baby to the changing table, keeping soiled clothing from touching the staff member's or volunteer's clothing. Bag soiled clothes and, later, securely tie the plastic bag to send the clothes home.
- 3) Unfasten the diaper but leave the soiled diaper under the child. Hold the child's feet to raise the child out of the soiled diaper and use disposable wipes to clean the diaper area. Remove stool and urine from front to back and use a fresh wipe each time. Put the soiled wipes into the soiled diaper. Note and later report any skin problems.
- 4) Remove the soiled diaper. Fold the diaper over and secure it with the tabs. Put it into a lined, covered, or lidded can and then into an outdoor receptacle or one out of reach of children. If reusable diapers are being used, put the diaper into the plastic-lined covered or lidded can for those diapers or in a separate plastic bag to be sent home for laundering. Do not rinse or handle the contents of the diaper.
- 5) Check for spills under the baby. If there is visible soil, remove any large amount with a wipe, ~~then fold the disposable paper over on itself from the end under the child's feet so that a clean paper surface is now under the child.~~
- 6) Remove your gloves and put them directly into the covered or lidded can.
- 7) Slide a clean diaper under the baby. If skin products are used, put on gloves, and apply product. Dispose of gloves properly. Fasten the diaper.
- 8) Dress the baby before removing him/her from the diapering surface.
- 9) Clean the baby's hands, using soap and water at a sink if you can. If the child is too heavy to hold for hand washing and cannot stand at the sink, use disposable wipes or soap and water with disposable paper towels to clean the child's hands. Take the child back to the child care area.
- 10) Clean and disinfect the diapering area:
  - ~~Dispose of the table liner into the covered or lidded can.~~
  - Clean any visible soil from the changing table.
  - Spray or wipe the table so the entire surface is wet with an Environmental Protection Agency (EPA)-registered product, following label directions for disinfecting diapering surfaces.
  - Leave the product on the surface for time required on the label, then wipe the surface or allow it to air dry.
- 11) Wash hands thoroughly.

Licensee Initials TM Date 7/22/25

HCC Initials CM Date 7/22/25

## Appendix D:

### **Safety Precautions Related to Blood**

All staff will follow standard precautions when handling blood or blood-contaminated body fluids.

These are:

- a) Disposable gloves must be immediately available and worn whenever there is a possibility for contact with blood or blood-contaminated body fluids.
- b) Staff are to be careful not to get any of the blood or blood-contaminated body fluids in their eyes, nose, mouth, or any open sores.
- c) Clean and disinfect any surfaces, such as countertops and floors, onto which blood has been spilled.
- d) Discard blood-contaminated material and gloves in a plastic bag that has been securely sealed. Clothes contaminated with blood must be returned to the parent at the end of the day.
- e) Wash hands using the proper hand washing procedures.

**In an emergency, a child's well-being takes priority. A bleeding child will not be denied care even if gloves are not immediately available.**

## Appendix E:

### Cleaning, Sanitizing and Disinfecting

**Equipment, toys, and objects used or touched by children will be cleaned and sanitized or disinfected, as follows:**

1. Equipment that is frequently used or touched by children daily must be cleaned and then sanitized or disinfected, using an EPA-registered product, when soiled and at least once weekly.
2. Carpets contaminated with blood or bodily fluids must be spot cleaned.
3. Diapering surfaces must be disinfected after each use, with an EPA-registered product following labels direction for disinfecting diapering surfaces.
4. Countertops, tables, and food preparation surfaces (*including cutting boards*) must be cleaned and sanitized before and after food preparation and eating.
5. Potty chairs must be emptied and rinsed *after each use* and cleaned and then sanitized or disinfected *daily* with a disinfectant with an EPA-registered product following label direction for that purpose. If more than one child in the program uses the potty chair, the chair must be emptied, rinsed, cleaned, and sanitized or disinfected with an EPA-registered product *after each use*. Potty chairs must not be washed out in a hand washing sink, unless that sink is cleaned, then disinfected after such use.
6. Toilet facilities must always be kept clean, and must be supplied with toilet paper, soap and towels accessible to the children.
7. All rooms, equipment, surfaces, supplies and furnishings accessible to children must be cleaned and then sanitized or disinfected, using an EPA-registered product following labels direction for that purpose, as needed to protect the health of children.
8. Thermometers and toys mouthed by children must be washed and disinfected using an EPA-registered product following labels direction for that purpose before use by another child.

#### **Sanitizing and Disinfecting Solutions**

Unscented chlorine bleach is the most commonly used sanitizing and disinfecting agent because it is affordable and easy to get. The State Sanitary Code measures sanitizing or disinfecting solution in "parts per million," but programs can make the correct strength sanitizing or disinfecting solution (*without having to buy special equipment*) by reading the label on the bleach container and using common household measurements.

##### **Read the Label**

Sodium hypochlorite is the active ingredient in chlorine bleach. Different brands of bleach may have different amounts of this ingredient: *the measurements shown in this appendix are for bleach containing 6 percent to 8.25 percent sodium hypochlorite*. The only way to know how much sodium hypochlorite is in the bleach is by reading the label. Always read the bleach bottle to determine its concentration before buying it. If the concentration is not listed, you should not buy that product.

##### **Use Common Household Measurements**

Using bleach that contains 6 percent to 8.25 percent sodium hypochlorite, programs need to make two standard recommended bleach solutions for spraying nonporous or hard surfaces and a separate solution for soaking toys that have been mouthed by children. Each spray bottle should be labeled with its respective mixture and purpose. Keep it out of children's reach. The measurements for each type of sanitizing or disinfecting solution are specified on the next page.

**SPRAY BLEACH SOLUTION #1 (for food contact surfaces)**

Staff will use the following procedures for cleaning and sanitizing nonporous hard surfaces such as tables, countertops, and highchair trays:

1. Wash the surface with soap and water.
2. Rinse until clear.
3. Spray the surface with a solution of **½ teaspoon of bleach to 1 quart of water** until it glistens.
4. Let sit for two minutes.
5. Wipe with a paper towel or let air-dry.

**SPRAY BLEACH SOLUTION #2 (for diapering surfaces or surfaces that have been contaminated by blood or bodily fluids)**

Staff will use the following procedures for cleaning and disinfecting diapering surfaces or surfaces that have been contaminated by blood or bodily fluids:

1. Put on gloves.
2. Wash the surface with soap and water.
3. Rinse in running water until the water runs clear.
4. Spray the surface with a solution of **1 tablespoon of bleach to 1 quart of water** until it glistens.
5. Let sit for two minutes.
6. Wipe with a paper towel or let air-dry.
7. Dispose of contaminated cleaning supplies in a plastic bag and secure.
8. Remove gloves and dispose of them in a plastic-lined receptacle.
9. Wash hands thoroughly with soap under running water.

**SOAKING BLEACH SOLUTION (for sanitizing toys that have been mouthed)**

Staff will use the following procedure to clean and sanitize toys that have been mouthed by children:

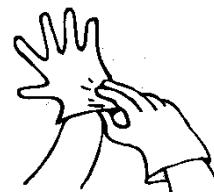
1. Wash the toys in warm soapy water, using a scrub brush to clean crevices and hard-to-reach places.
2. Rinse in running water until water runs clear.
3. Place toys in soaking solution of **1 teaspoon of bleach to 1 gallon of water**.
4. Soak for five minutes.
5. Rinse with cool water.
6. Let toys air-dry.

When sanitizing or disinfecting equipment, toys and solid surfaces, the program will use (check all that apply; at least one MUST be selected):

- EPA-registered product approved for sanitizing and disinfecting, following manufacturer instructions for mixing and application.
- Bleach solution made fresh each day.
  - Spray solution #1: **½ teaspoon of bleach to 1 quart of water**.
  - Spray solution #2: **1 tablespoon of bleach to 1 quart of water**.
  - Soaking solution: **1 teaspoon of bleach to 1 gallon of water**.

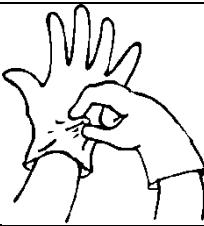
**Appendix F:****Gloving****DONNING**

1. Wash hands.	
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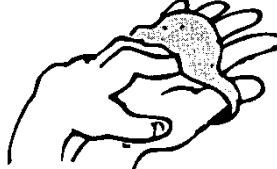


2. Put on a clean pair of gloves. Do not reuse gloves.	
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**REMOVAL and DISPOSAL**

1. Remove the first glove by pulling at the palm and stripping the glove off. The entire outside surface of the gloves is considered dirty. Have dirty surfaces touch dirty surfaces only.	
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2. Ball up the first glove in the palm of the other gloved hand.	
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3. Use the non-gloved hand to strip the other glove off. Insert a finger underneath the glove at the wrist and push the glove up and over the glove in the palm. The inside surface of your glove and your ungloved hand are considered clean. Be careful to touch clean surfaces to clean surfaces only. <i>Do not touch the outside of the glove with your ungloved hand.</i>	
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4. Drop the dirty gloves into a plastic-lined trash receptacle.	
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5. Wash hands.	
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**Glove use does not replace hand washing. Staff must always wash their hands after removing and disposing of medical gloves.**

## Appendix G: Medical Emergency

- Remain calm. Reassure the child (victim) and the other children at the scene.
- If the area is unsafe, move to a safe location.
- Follow first aid and/or CPR protocols.
- Call for emergency medical services 911. Give all the important information slowly and clearly. To make sure that you have given all the necessary information, wait for the other party to hang up first. If an accidental poisoning is suspected, contact the **National Poison Control Hotline** at **1-800-222-1222** for help.
- Follow instructions given by the emergency operator.
- Send emergency contact information and permission to obtain emergency care when the child is transported for emergency care.
- Notify parent of the emergency as soon as possible. If the parent can't be reached, notify the child's emergency contact person.
- After the needs of the child and all others in care have been met, immediately notify OCFS if the emergency involved death, serious incident, serious injury, serious condition, communicable illness (*as identified on the New York State Department of Health list*) [DOH-389] accessible at [https://health.ny.gov/forms/instructions/doh-389\\_instructions.pdf](https://health.ny.gov/forms/instructions/doh-389_instructions.pdf) or transportation to a hospital, of a child that occurred while the child was in care at the program or was being transported by a caregiver.

## **Appendix I:** **Revisions**

Use this section to record the date and page number(s) of any revisions made to the original health care plan. When a revision (*change, addition, or deletion*) is made to the original health care plan, record the date the change was made and then write the page numbers of any pages affected by the change and submit to OCFS.