



## CCEP Decision to Administer Medication

I (or my staff) will administer prescription and non-prescription medications in emergency situations. A copy of this form is kept on file at CCEP.

### Authorized Staff to Administer Prescription Medications/Confidentiality Statement

Christ Church Episcopal, Christ Church Episcopal Preschool, and their employees and agents, will strive to follow the plan of care prescribed by the physician and in accordance with the standards of practice in the EMAT training. Only a staff member who has successfully completed the EMAT training or has appropriate licensure to administer prescription medications and is listed as a medication administrator in the Program’s Decision to Administer Medication Plan will be permitted to administer prescription/non-prescription medications. CCEP is not a health care provider and is acting as the parent/guardian’s agent. Parent/guardian agrees to release, indemnify and hold harmless Christ Church Episcopal, Christ Church Episcopal Preschool, and their directors, officers, employees, and agents from any claim, cause of action, and/or damages related to the determination to administer, and/or the administration of medication to my child/guardian. For safety reasons, pictures of children with severe allergies will be posted in the office and in select classrooms.

I understand that any individual listed on this form as a medication administrator is approved to administer prescription/non-prescription medications using the following routes: oral and epinephrine using an auto-injector device.

I understand that to be approved to administer prescription medication, all individuals listed in our Program’s Decision to Administer Medication Plan (unless the individual is licensed to administer prescription medications) must have a valid:

- Emergency Medication Administration Training EMAT certificate;
- CPR certificate which covers all ages of the children our program is approved to care for as listed on our church-exempt license;
- First aid certificate which covers all ages of children our program is approved to care for as listed on our church-exempt license.

### Medication Administrator(s)

EMAT certificates (or documentation of licensure to administer prescription medications), age-appropriate first aid certificates, and CPR certificates for the staff listed below will be kept on site and be available upon request:

Cheri Erk  
 Barbara Young  
 Rebecca Blanton  
 Julie Rajappa  
 Jennifer Gertz  
 Lorie Brocklehurst  
 Kristin Coyle  
 Trish Palmer

### Statement

I understand that it is the preschool’s responsibility to follow its Decision to Administer Medication Plan and all health and infection control regulations applicable to our child preschool program. I verify and document the credentials for all new staff certified to administer prescriptions before the staff is allowed to administer prescription medications to any child in our preschool program.

Christ Church Episcopal Preschool’s Decision to Administer Medication plan will be made available to parents once Christ Church Episcopal Preschool has the received the CCEP Emergency Plan with Severe Allergies and the CCEP Prescription Medication Authorization forms. These forms must be completed in their entirety and submitted before Christ Church Episcopal Preschool can administer medication.

Executive Director: Cheri Erk      Preschool: Christ Church Episcopal Preschool

Signature of Director: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_