

# E-ALERT

**From:** [Mike Condardo](#)  
**To:**  
**Cc:** [Cheryl Polasek](#); [Marie Savage-Hopfauf](#); [Joanne Tran](#); [Kristi Walters](#); [Ashley Veal](#); [Janice Heck](#)  
**Subject:** E-ALERT: Child Health Plans and Medication Training  
**Date:** Wednesday, August 23, 2017 4:09:57 PM  
**Attachments:** [Medication Skills Training form 2017.pdf](#)  
**Importance:** High

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## **E-ALERT – E-ALERT – E-ALERT**

***This message is being sent to all Center Directors, Center Coordinators and Managers.***

***Center Directors—please forward to the appropriate staff in your programs.***

### **CHILD HEALTH PLANS:**

The process for completion of Child Health Plans has changed this year for many Early Learning sites. Please note the following:

- **Head Start – Non School Districts:** will do Child Health Plans in partnership with parent and Health Care Provider.
- **Head Start – School Districts:** will follow their School District procedures on developing Child Health Plans for potentially life-threatening conditions.
- **ECEAP:** No change. Continue to work with your Nurse Consultant.
- **Early Head Start:** will do Child Health Plans in partnership with parent and Health Care Provider.
- **PSESD Direct Service (Heritage and Educare):** will do Child Health Plans in partnership with parent and Health Care Provider.

**It is the responsibility of center staff to complete potentially-life threatening Child Health Plans before the child's first day of class.** Please see the [Child Health Plans Procedure](#) for more details.

**For further questions about specific Child Health Plans for an individual child, staff should consult with the following staff:**

#### **Head Start/ECEAP**

Marie Savage Hopfauf, Health/Nutrition/Safety Consultant: [msavage-hopfauf@psed.org](mailto:msavage-hopfauf@psed.org)

Joanne Tran, Health/Nutrition/Safety Consultant: [jtran@psed.org](mailto:jtran@psed.org)

Kristi Walters, Health/Nutrition/Safety Consultant: [kwalters@psed.org](mailto:kwalters@psed.org)

#### **EHS CCP:**

Ashley Veal, LPN: [aveal@psed.org](mailto:aveal@psed.org)

**PSESD Direct Service** (EHS Home-Based, Educare-HS/EHS 412, WCCW, Heritage Head Start):

Janice Heck, RN: [jheck@psed.org](mailto:jheck@psed.org)

### **MEDICATION TRAINING:**

**All Early Learning staff must take the online Medication Administration course**, which should be included in their online learning pathway. The Early Learning program will have record of them taking that class. If a classroom has a child who needs medication during class--the team, including Family Support, needs to also be trained in the skills part of giving medication. A portion of skills training is covered in the online course, showing how to properly administer medication. **Staff must then also receive a face-to-face skills training with a nurse** (where staff demonstrate the skills back to the nurse). The Early Learning program at the ESD requires that the nurse doing the training submit the following documentation to the ESD (or it could be provided to the Center Director to submit).

- Nurse's name who conducted the training
- Names of staff in attendance
- Date of the training
- Topics covered (skills that were trained on)

This should be submitted on the attached form. Please submit the documentation to Janice Heck, RN at her contact information below.

The ESD will have a limited number of training bags available for checkout with trainers for epi pens, inhalers with spacers, nebulizers and bottles for pills and liquids. Nurses can contact Janice Heck at 425-917-7727 or email at [jheck@psesd.org](mailto:jheck@psesd.org) to answer any questions, to receive the slide presentation from the online medication training (to see what is covered) and/or to check out a medication training bag.

Thank you very much!

Sincerely,

Cheryl

Cheryl Polasek, RD, CD | Program Manager-Health, Nutrition & Safety  
Early Learning, Learning Teaching & Family Support

Puget Sound Educational Service District  
800 Oakesdale Ave. SW | Renton, WA 98057  
P: (425) 917-7883 | (800) 664-454 | TTY: (425) 917-7833  
CELL: (253) 988-8173  
[www.psesd.org](http://www.psesd.org) | [www.earlylearningwa.org](http://www.earlylearningwa.org)



**DISTRIBUTION:**

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