



POLICIES AND PROCEDURES FOR PARENTS

The PPEC nursing staff at the PPEC strives to provide quality care for your child in a safe environment. The following are processes and procedures which must be followed to ensure your child's quality care in a safe environment. Your adherence to these policies is appreciated.

YOUR CHILD'S PRESCRIBED TREATMENT PLAN

Your child's treatment plan as prescribed by the physician to meet the individual needs of your child. This includes feedings, medications and treatments, therapies including PT, OT, and ST, as well as such things as G-tube size, tracheostomy size, as applicable. Changes in any of the above cannot be done without a written physician's order.

Your compliance with the prescribed treatment plan will enable your child to reach his or her optimal level of well-being. Deviating from your child's treatment plan may put your child's health in jeopardy, as well as put your PPEC eligibility in jeopardy. We realize there may be changes from time to time. It is your responsibility to obtain a written doctor's order and inform us when these changes occur.

SUSPECTED RISK OF INFECTION

Any child who exhibits signs and symptoms or who is otherwise suspected of having infectious or communicable disease and or is present significant risk of infection to others will not be allowed to attend the PPEC. If the child is already in attendance at the PPEC he/she will be removed from contact with others and the parent will be notified to pick up their child immediately. The child will be returned to PPEC when the risk of infection is no longer present as evidenced by a written physician statement. Your corporation will greatly reduce the risk of infection to your child.

MEDICATIONS

In order to safely and accurately ensure that your child receives medications as prescribed all medications administered by the nursing staff must have a written doctor's order and must be labeled appropriately. This includes vitamins, supplements and over-the-counter drugs.

PARENT PICK UP

We request that you arrive at least 15 minutes before closing to pick up your child. This provides time to gather supplies and talk with the nurse about your child states and allows our stock to leave on time. We do realize that emergencies can occur. If you are unable to pick up your child because of an unexpected emergency, please call us immediately. However, if we do not hear from the parent and alternate arrangements are not made, the PPEC staff may be left with no other option but to contact the police department and/or HRS.

BUS PICK-UP

All children up to 16 years of age must be restrained in a car seat/child carrier that is crash tested and federally approved. Children 4 years and older, up to the age of 16 years can be restrained by safety/seatbelt if the child can maintain an upright sitting position. This is in accordance with Florida's transportation/child safety law 316.614. If you are unable to provide an appropriate car seat/child carrier, contact your local law-enforcement agency and they will assist you. Your child will not be transported if they do not have the proper child restraint systems. It is the

parent's responsibility to have your child and supplies ready for the bus arrival in the morning. Not having your child ready prolongs the time your child will spend on the bus and delays arrival to the PPEC for needed therapies, treatments, etc. Telephone calls for pick up should not be expected and I was there for emergency use only.

BUS DROP-OFF

It is the parent's responsibility to be home when the bus drops off your child. If an emergency occurs and this is not possible, please contact us immediately. Please keep in mind that you should allow a window of approximately one-half hour before and after the usual drop off time to allow for unexpected (traffic, weather, mechanical breakdown, etc.) conditions. However, if a child cannot be dropped off because of a parent not being available at the time of drop off, the child will be returned to the PPEC center prior to closing time. If this is not done, the PPEC staff may contact the police department and/or HRS.

IMMUNIZATIONS

An update immunization record is required for your child's medical record up PPEC and the Dade County Public School Programs at the PPEC as well. Make sure you to obtain forms 680 and 3040 from your child's primary care physician and send them to the PPEC. Without these forms your child may not receive some services.

SUPPLIES

Please make sure your child is furnished with all the supplies he/she needs for the day. Feeding supplies, medications, diapers and wipes, adaptive equipment including orthotics, braces, and splints etc. should be sent from home. Unfortunately, if we do not have a supply on hand that your child needs, your child will not get it. Discuss with your nurse any questions you may have about what to send.

CONFIRMATION OF PPEC POLICIES/PROCEDURES AND CONSENT FORM FOR PARENTS

I have received a copy of the PPEC policies and procedures and consent form for parents and they have been discussed with me. I have read and understood them as outlined and I agreed to comply.

Signed: _____ Date: _____
(Parent/Guardian)

Printed Name

I hereby give consent for my child, _____ to be transported via Medicaid transportation per guidelines outlined in the Miami-Dade Transit Application for Pediatric Extended Care Paratransit services.

I have received a copy of the Miami-Dade Transit Application for Pediatric Extended Care Paratransit services, which outlines the criteria for my child to be transported.

Signed: _____ Date: _____
(Parent/Guardian)

Printed Name

PPEC Admitting Personnel Date: _____