

# CHAPEL HILL PARKS AND RECREATION DEPARTMENT

## GIVING MEDICINE TO PARTICIPANTS POLICY AND PROCEDURES

The Town of Chapel Hill is committed to making its Parks and Recreation programs available to as many citizens as possible. It is our intent that everyone participate in Parks and Recreation programs, even those who are under a doctor's care and need regular scheduled prescription medications during program times.

### PARKS AND RECREATION STAFF AND VOLUNTEERS

1. Although staff normally do not give medications, we will do so in limited situations. Volunteers may also be approved to give medications in situations with written doctor instructions.
2. It is understood that Chapel Hill Parks and Recreation Department staff and volunteers are *not* required to have medical training. Their supervision of medications is limited to that of seeing that participants get proper medications as prescribed, in a timely and supervised manner.
3. Program Specialists are responsible for implementing these procedures for their program, fully training staff/volunteers in the procedures and for all documentation and archiving for three years.

### GIVING MEDICATIONS TO PROGRAM PARTICIPANTS

1. Medication may be given to participants who:
  - a. Take regularly scheduled oral prescription medications.
  - b. Take doctor-prescribed over-the-counter medications.
  - c. Need emergency medications readily available such as an EpiPen, bee sting kit or asthmatic inhaler.
2. Medications will only be given if the MEDICINE PERMISSION FORM is provided. The form must be received by the Program Specialist at least 2 weeks before the start of the program.
3. If the MEDICINE PERMISSION FORM allows a participant to self-medicate, the medication will be kept in a locked area and given under the supervision of approved staff or volunteers and as directed by written prescription. Each instance of self-medication will be recorded with the date and time taken.
4. Department staff and volunteers WILL NOT be permitted to do the following:
  - a. Staff will NOT give needle injections of any type, including insulin, with the exception of an EpiPen, bee-sting kit or auto injectors.
  - b. Staff will NOT dispense over-the-counter medications, such as Tylenol, Benadryl, etc., unless they have been prescribed by a doctor showing scheduled time and dosage.

### ASSISTANCE FROM PARENTS AND GUARDIANS

1. The parent/guardian will make every effort to give medications before or after program hours.
2. Parents/guardians will provide a completed MEDICATION PERMISSION FORM for the participant to the program specialist at least 2 weeks before the start of the program.



3. If your child is to take over-the-counter medications, please include your doctor's written instructions, including dosage and specific times, signed by the doctor.
4. Any changes in medications, dose, administration or conditions under which medications are administered require a new MEDICATION PERMISSION FORM be completed.

#### MEDICATION GUIDELINES

1. All medications must be in their original labeled containers with clear instructions of scheduled time and dosage. Check with your pharmacist who may provide a second labeled container for free.
2. If a medication requires a measuring device, such as a spoon or cup, it must be provided with the medication and include the child's name and phone number written on it. If the child needs  $\frac{1}{2}$  a pill, provide the pill already cut in half.
3. Provide only the amount of medication necessary for the program session.
4. On-site medication storage:
  - a. Medications, including any that the parent/guardian has authorized for self-medication, will be stored in a secure area; only approved staff and volunteers will have access.
  - b. Refrigeration for medication at the program site *cannot* be guaranteed. Medications requiring refrigeration should be packed in a non-breakable cooler with sufficient ice to keep the medication cold for the duration of the program day, and for travel away from the program site, if applicable.
  - c. If children travel off-site as part of the program, their medication, including any that the parent/guardian has authorized for self-medication, will be kept in the possession of a staff member or volunteer at all times.
5. Transfer of medications:
  - a. The transfer of all medications, both into and out of staff/volunteer control, will be documented; confirmation will include the medication name and quantity.
  - b. If your child has medication at the end of the program, pick it up on the last day. We will hold the medication for 7 days past the end of the program. Medications left unclaimed after 7 days will be destroyed.