

Medication Distribution Policy:

BGC of Tipton County: adopted May 2022



Boys & Girls Club of Tipton County is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, this organization has adopted the following medication distribution policy. All staff and families must abide by the following:

- It is the policy of the Boys & Girls Club of Tipton County to only dispense medication to our members in approved situations. A pre-arranged, parental/guardian and physician approved plan must be in place before designated Boys & Girls Club personnel be allowed to dispense medication.
- The Club Director or designee will delegate and supervise the task of medication administration to all members. Only designated Boys & Girls Club personnel who have received proper training as documented by the parent/guardian and Club Administration will be allowed to administer medication.
- The **PERMISSION TO DISPENSE MEDICATION** form must be completed and on file in the Membership Binder at the Club before any medications can be administered, which includes the release of medical liability.
- Within the Permission to Dispense Medication form, a written order by a physician must be provided for all prescription medication. The physician's instructions must be specific, including: the dosage which is to be given; the times at which the medication is to be given. **(This must be renewed annually.)**
- The written order by a physician must be renewed at least annually for all medication, or if dosage or time differs from the original orders.
- Medication is **ONLY** to be administered to members of the Boys & Girls Club of Tipton County while in the confines of the building. Medications will be administered before or after out of Club programming.
- Medication, including but not limited to inhalers and insulin, are only permitted to be administered via member's request. Members will self-administer such medications in the presence of Boys & Girls Club of Tipton County medication administration designee.
- It is a preference that no medication is to be administered during afterschool programs and restricted to extended days and/or summer programming. (Extreme circumstances will be evaluated on a case by case basis)
- All medication (prescription and non-prescription) must be delivered to Boys & Girls Club personnel by parent/guardian in the original container from the pharmacy and bear the label of the pharmacy or manufacturer on a **WEEKLY** basis.
- Medications will be counted and verified upon acceptance from the parent /guardian and documented in the **MEDICATION ADMINISTRATION BINDER**.
- The Club does not keep a member supply of ibuprofen or Tylenol. Parents may send this in with a medication form for their child if desired. (ex. dental work, frequent headaches, etc.)
- Medication will be administered orally except in the case of an emergency. (ex. Epi Pen or Narcan)

- All medications (prescription and non-prescription) must be kept in a locked medicine box, unless the medication requires refrigeration, in which it will be stored in a locked medicine box located in the kitchen refrigerator, which is only accessible by designated personnel.
- Expired medication will not be accepted and will be returned to parent/guardian immediately.
- The parent/guardian may withdraw consent for the administration of medication at any time. This request should be made in writing.
- A record of any medication administered to a Club member will be documented on the **MEDICATION ADMINISTRATION LOG** and maintained in the **MEDICATION ADMINISTRATION BINDER**. (This process will be audited annually or at the discretion of the Board of Director's President or Safety Chair.)
- Boys & Girls Club personnel will immediately notify the parent/guardian when an emergency situation arises that requires the administration of medication not outlined in the pre-arranged plan.
- Boys & Girls Club personnel will immediately notify the parent/guardian of any circumstance which results in medication not being administered per the specific instructions.
- All personnel interacting with the child are to be notified of the child's condition, medication, and possible side effects.
- Unused or excess medication will be disposed of in a timely manner. The Boys & Girls Club of Tipton County is to call the Tipton Police Department for disposal of such medications at the end of each membership session (end of semester breaks and summer programming).
- Any officer from the Tipton Police Department can take possession of the medication and dispose of said medication in the drop box located within the Tipton Public Safety Meeting.

The following requirements must be met before administering medication to member:

1. Completed Permission to Dispense Form which includes:
 - a. Written Physician Order
 - b. Parent Authorization
2. Signed Medical Liability Waiver
3. Medication delivered WEEKLY by parent/guardian in original labeled container
4. Proper care and storage of Medication
5. Medication administration Log completed

5 Rights of Medication Administration

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route