

## 2527

# DISPENSING OF MEDICATION

In the event of a minor child with special circumstances needing regular intervals of medication during a recurring Bartlett Park District program such as preschool, staff shall have certain procedures to follow for dispensing such medication.

### I. Parental Procedures and Responsibilities

The parent/guardian *must*:

1. Complete the *Permission to Dispense Medication/Waiver and Release of All Claims* form (2527.2); and, if needed, *Waiver & Release for Use of Inhaler or Auto Injector* (2527.4).
2. Complete and sign the *Medication Dispensing Information* form (2527.1);
3. Deliver all medication to the Bartlett Park District office in individual dosage containers, in clearly labeled envelopes, or in original prescription bottles which include the person's name, medication, dosage, and time of day medication is to be given;
4. Verbally communicate with District staff regarding specific instructions for medication.

### II. Staff Medication Dispensing Procedures

1. Ensure that the *Permission to Dispense Medication/Waiver* form, and if needed, *Waiver and Release for Use of Inhaler or Auto Injector* and *Medication and Dispensing Information* form are fully completed and signed by the parent/guardian prior to the dispensing of any medication.
2. Ensure that only authorized staff accepts medication, which may include the Executive Director, Superintendent of Recreation, Superintendent of Special Facilities, Recreation Manager, Safety Coordinator, Program Coordinator, Program Instructor, Preschool Coordinator or other designated staff.
3. Verbally communicate with the parent or guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receives the medication to properly store the medication in a locking cabinet or in a refrigerator as needed. *It is extremely important that stored medication is out of the reach of other patrons, and particularly children.*

4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.
5. Program coordinators/instructors responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained agency staff will be allowed to dispense medication.
7. Agency staff responsible for dispensing medication will fully complete the medication information contained on the *Medication Dispensing Log* form (2527.3). Documentation shall be kept current on the *Medication Dispensing Log* form until medication dispensing has ceased. Completed *Medication Dispensing Log* forms should be turned in to the Recreation Manager or the Office Manager who will attach it to the registration form in the BCC Registration Office and kept in a permanent file for at least one year from the conclusion of the program.

Date Approved by Executive Director: 05/2013

Director's Signature: Rita Fletcher

Revised/Reviewed Date: 06/23/04, 08/05/08, 11/04/10, 08/15/12, 05/22/13