

the MEDICATION ADMINISTRATION POLICY

GUIDING PRINCIPLES

- Parents/guardians must have completed the Camper Health History Information Form for their child(ren) under 18.
- All minor children under the age of 18 enrolled in a YMCA summer camp must have all Randolph YMCA medical forms and individual medical conditions completed and on file with the YMCA prior to the child(ren) participation in the program.
- All medical information on file with the YMCA will be kept on a confidential, "need to know" basis. Under no circumstances are employees to discuss the medical information of any child(ren) or with anyone other than their supervisor, the parent/guardian of the child(ren) and their healthcare provider.
- It is the parent/guardian's responsibility to keep the YMCA informed of any changes to their child(ren) medical situation.
- It is the parent/guardian's responsibility to keep the YMCA informed and up-to-date on all emergency contact information.
- It is the parent/guardian's responsibility to ensure that all medications are not expired.
- If a YMCA employee is informed by a child's parent/guardian of a condition requiring medication, that employee must then contact their supervisor. Employees are not to dispense any medication to a camper in their camp without a signed "Permission to Give Medication" form.
- Training in the administration of medication, such as EpiPen administration, will be given to YMCA employees who work with children in compliance with all guidelines of the training agency approved by the State of New Jersey and the Randolph YMCA.

This policy was written to encourage communication between the parent, the child's health care provider, and the YMCA to assure maximum safety when giving medication to a child during the time the child is attending the Randolph YMCA camp in the absence of a parent/guardian.

Assuring the health and safety of all children at our YMCA camp is a team effort by the staff, family, and health care provider. This is particularly true when medication is necessary during the child's participation in camp. Therefore, an understanding of each of our responsibilities, policies and procedures concerning medication administration is critical to meeting that goal.

The YMCA staff will not be able to treat all individuals with a particular impairment in an identical manner. Within the program, there may be a basis for distinguishing among individuals, and it will be the YMCA's duty to determine the needs of each individual, its impact upon others in regard to health or safety, or if it would result in an undue burden that is of significant difficulty or expense.

PROCEDURES

In the event that it is necessary to administer medication to a child, the following guidelines and procedures shall be followed:

1. Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to going to the YMCA, and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this possibility with the child's health care provider.
2. The first dose of any medication should always be given at home and with sufficient time before the child returns to the YMCA camp to observe the child's response to the medication given. When a child is ill due to a communicable disease that requires medication as treatment, the health care provider may require that the child be on a particular medication for 24 hours before returning to child care/program. This is for the protection of the child who is ill, as well as the other campers in camp.
3. Medication will only be given when medically necessary and ordered by the child's health care provider and with written consent of the child's parent/legal guardian. A "Permission to Give" Medication form is an Appendix to this policy and will hereafter be referred to as Permission Form. All information on the Permission Form must be completed before the

medication can be given. Only originals of Permission Form with parent guardian signature will be acceptable. A signed original Permission Form must be on file for each medication that is to be dispensed to the child. Copies of the blank Permission Form can be duplicated or requested from the YMCA.

4. Medications given in any YMCA camp will be administered by a staff member designated by the applicable Camp Director. It is the responsibility of the Camp Director to inform the designated staff member of the child's health needs related to the medication and ensure that they have had training in the safe administration of medication. All medication dispensed must be documented. A single staff person per shift should be allowed to dispense the medicine at each location. (There may be confusion about dispersal if more than one person is providing the medication.) The designated staff person must be certified in First Aid and CPR for the Professional Rescuer including AED.

PRESCRIPTION MEDICATIONS

Any prescription medication brought to the YMCA must be specific to the child who is to receive the medication, in its original container, have a child-resistant safety cap, and be labeled with the appropriate information as follows:

- Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency, and any special instructions for its administration and/or storage. It is suggested that the parent/guardian ask the pharmacist to provide the medication in two containers, one for home and one for use at the site.
- In the case of a child requiring an EpiPen for allergies, two EpiPens in their original containers must be supplied by parent/guardian for storage at the site.
- Inhalers must be kept on the child's person or in a designated location as determined by YMCA staff and must be self-administered.

OVER-THE-COUNTER MEDICATIONS

Over-the-counter (OTC) medications will only be given when medically necessary and ordered by the child's health care provider OR with written consent of the child's parent/legal guardian. A "Permission to Give" Medication form must be completed before medication can be given.

1. OTC medications must have the child's full name on the container, and the manufacturer's original label with dosage, route, frequency and any special instructions for administration and storage, and expiration date must be clearly visible. Examples of OTC medications that may be given include: **Antihistamines, decongestants, non-aspirin fever reducers, pain relievers, & cough suppressants**

2. All medications will be stored:

- Inaccessible to children
- In a separate container labeled "Medicine Storage"
- Separate from staff medications and first aid supplies
- In cases where immediate use may be necessary for medication to be carried on the child's person, i.e. EpiPen and/or inhaler, written documentation of this medical need must be provided by the health care provider including written documentation that the child is capable of self-medication (up to age 18).

IF IT IS NECESSARY TO ADMINISTER MEDICATION TO A CHILD IN THE EVENT OF A LIFE-THREATENING EMERGENCY, THE FOLLOWING PROCEDURES SHALL BE FOLLOWED

The Randolph YMCA Allergy Action Plan is in place for all children with allergies necessitating the administration of epinephrine (EpiPen or EpiPen Junior). In all instances of administration of epinephrine, EMS will be called immediately. The parent/guardian will also be notified immediately following the call to EMS.



This section is required for your camper's care and is **mandated** by the State of New Jersey to be completed in full.

Current medical, mental, or psychological pertinent to routine care of camper including any current treatment or care: _____

Please describe any past medical treatment your child has received: _____

Allergies/dietary restrictions or behavior issues? _____

Medications? Please List: _____

If medications need to be taken during the day, you must complete the "Permission to Give" Medication Authorization form below. Medications that require refrigeration cannot be given out at camp.

HOSPITAL PREFERENCE: _____

RANDOLPH YMCA "PERMISSION TO GIVE" MEDICATION

Part 1: To be completed by the parent/guardian

I hereby request and authorize Randolph YMCA personnel to administer medication as directed by your physician. I agree to release and hold harmless the Randolph YMCA and any of their officers, staff members, or agents from lawsuit, claim, demand or action etc. against them for administering prescribed medication.

Participant _____ Date of Birth _____

Parent/Guardian Signature _____ Date _____

Phone # _____ Name of Medication _____

Reason for Medication _____ Times to be taken _____

Dosage (must be consistent with product label) _____ Given how? _____

Special instructions _____ Adverse effects of medication _____

For the safety of all participants, medication will be kept in a secure location and dispensed by designated staff only, including over-the-counter medication. The only exceptions to this rule are inhalers and EpiPens.

Part 2: FOR STAFF ONLY

- Signed copy of Randolph YMCA "Permission to Give" Medication on file
- Prescription medication is properly labeled and its original packaging by pharmacist
- OTC Medication is in its original container with manufacturer's dosage clearly visible
- Part 1 of this form is complete including signatures
- Medication to be given and physician order are consistent

Randolph YMCA Camp Director's Signature *Jennifer Patrick & Cindy Smith* Date _____