



**BOYS & GIRLS CLUBS**  
OF RED RIVER VALLEY OKLAHOMA

## Prescription Medication Policy



The Boys & Girls Clubs of Red River Valley Oklahoma (BGCRRVOK) urges parents to schedule any necessary medication that needs to be taken outside of BGCRRVOK attendance. If medication must be administered during Club hours, it must be done so in accordance with this policy. The purpose of this policy is to provide control over the administration and use of medications by the members of BGCRRVOK, to ensure that such medications are prescribed by and administered according to the instructions of the physician; and to promote and facilitate good health and medical treatment of members of the Boys & Girls Clubs of Red River Valley Oklahoma. If the administration of any drug prescribed by a physician requires specific training, such as an injection, the Boys & Girls Clubs of Red River Valley Oklahoma will be unable to administer the medication. Such medication will need to be administered outside of Club hours.

### **Authorization Requirements**

1. For a member whose medication must be administered at the Club, a health plan for each medication must be in place before the administration of the medication.
2. In addition to the health form, the parents and/or guardians of the member must meet with the director prior to the authorization of medication usage to outline dosage, frequency and items relating to the use of the medication.
3. New forms must be submitted at the beginning of each school year and a new form must be completed for each new prescription medication.
4. The medication and signed forms must be returned to the Club location before commencement in the program. The parent/guardian must personally deliver the medication.
5. The first dose of medication(s) should always be administered at home to ensure there are no allergic reactions to the medication(s).
6. Club Staff can deliver OTC medications if the proper documentation is on hand and filed prior to delivery.

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## **Prescription Identification**

Prescribed medication shall be received in the container in which it was dispensed by the licensed prescriber/licensed pharmacist and labeled with:

1. Member's name
2. Name of medication and strength
3. Dose of medication
4. Time or interval of administration
5. Expiration of medication
6. Route of administration

## **Medication Exclusions**

The below listed medications will not be administered at the Club location:

1. Over the counter medications
2. Herbal supplements
3. Homeopathic remedies
4. Shot administered medication
5. Controlled substances

## **Refusal of Medication**

If any of the policies outlined in the here stated policy are not met, the Boys & Girls Clubs of Red River Valley Oklahoma will refuse to administer any medications until all documentation is correctly received.

## **Record Keeping and Medication Storage**

A locked storage area shall be designated for the storage of medication. Medication requiring refrigeration shall be kept in a refrigerator in an area not commonly used by members. Each dose of medication will be logged and stored at the Club location. This does not include medication used on an "as needed" basis. If the medication is carried and administered by the member, documentation will not occur.

## **Membership Discontinuation**

If a member ceases to participate in the program, medication must be picked up within three (3) months of the last visit or staff will discard the medication.

## **Communication**

The Branch Director, Program Director, or designated appointee shall be the liaison between the physician, parent or guardian and member concerning the medication.

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Communication with the physician will be limited to consultations in emergencies only.

## **Liability**

No person who has been authorized by the parent and/or guardian to administer medication shall be held liable in civil damages for administering or failing to administer the drug, unless such person acts in a manner that constitutes gross negligence or reckless misconduct.

## **Self-Administered Medications**

- A.** A member may self-administer medication at the Clubs or during activities if so ordered by his/her medical provider. When self-administering medication, the member must do so in the presence of an adult.
- B.** For “as needed” medications such as those taken by members with asthma or allergies, the physician may also order that the member carry the medication on his or her person for his/her own discretionary use according to the medical instruction. In this case, no daily documentation will be possible.
- C.** Self-administered privileges may be revoked if a member demonstrates a lack of responsibility towards him/herself or others.
- D.** Parent’s signature on the self-administration for acknowledges that the Boys & Girls Clubs of Red River Valley Oklahoma is to incur no liability, except for willful misconduct, as a result of any injury arising from the self-administration of medication by the member and that the parents/guardians indemnity and hold harmless the Boys & Girls Clubs of Red River Valley Oklahoma and its employees and agents from any claims in relation to the administration of medication (or lack thereof).

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Witness \_\_\_\_\_ Date \_\_\_\_\_