

Medication Guidelines

First Presbyterian Church of Libertyville

If a participant has medication needs for an outing, parents/guardians must inform the leader of the trip before the event. Parents/guardians can either drop off the medication before the departure times or bring the medication to the departure. A designated adult will be in charge of collecting the medication and storing in a safe environment, except when in the controlled presence of health care staff. A participant can keep prescription and over the counter medication with him or her if it is for life-threatening conditions, including epinephrine injector, heart medication, and inhalers, or for a limited amount of medication approved by the parent/guardian and designated adult. By consenting to a participant's possession of medication the parent/guardian is releasing First Presbyterian Church of Libertyville and its agents (including but not limited to the leader and the designated adult) from responsibility for the correct administration of the medication.

A Medication Administration Consent Form will be mailed to all participants 4-6 weeks before the trip departure date. The Form is a required document for all participants and must be returned at least 1 week prior to the trip departure date. Before the event, the designated adult should review all participant's Medication Administration Consent Forms and will complete a medication log to be kept confidentially filed throughout the duration of the trip. Upon check-in for the event the designated adult will review the form with the parent(s) of the participant (as used herein the term "parent" shall mean any person who is legally in *loco parentis* to the participant) to ensure its accuracy. If there are changes to be made the parent(s) of the participant will alter the form or complete a new form, whichever is more convenient. Once the form is accurate, a parent of the participant will sign the form.

At no time shall the leader or the designated adult discuss the medication needs and/or medical conditions of a participant with other youths or adults who are participating in the event unless the condition requires all leaders to know for the safety of the participant or other adults and youths that are participating in the event or if the leader or the designated adult is not able to fulfill his or her responsibilities. The designated adult shall use as much discretion as possible regarding the administration of medication.

The designated adult shall maintain a log of the participants which shall include:

- a. a list of each participants medications;
- b. the times when the medications are to be administered; and
- c. whether the medications are in the possession of the designated adult or the participant
- d. a container for the medication which will continually be stored in a safe location. The log should also include medication times. A notation should be made in the log each time medication is administered to a participant if designated adult is administering medications.

Medications must be kept in their original containers. Medications must be administered and/or dispensed as follows:

- a. For prescription medications, in accordance with the prescribing health care provider's directions or a parent/guardian's signed summary thereof.
- b. For OTC medications, in accordance with the original label, except as otherwise provided by or a prescribing health care provider's directions, or the written direction of a parent of the participant.