



Approved by Marc S. Grisham  
City Manager

**Subject: Administration of Medications**

**Purpose:** This policy addresses the assistance in administering medication that may be needed so that minor participants in custodial care programs can be safely included. The medication must be prescribed by a physician for a condition that could otherwise prevent the minor's participation in the program.

**Policy:** The City of Pittsburg is committed to complying with all applicable laws and regulations pertaining to those with special needs. With respect to minors who desire to participate in our recreation programs, but otherwise may not be able to because of a need for medically necessary medications during program hours, it shall be the Policy of the City of Pittsburg to allow staff to assist those participants who need to self-administer their medications.

**Definitions:**

Assistance in administering medication: This policy applies to general actions of city/town staff that allow minor participants to *self-administer* prescribed medications.

Medically necessary: This policy applies to prescribed medications that a physician or licensed healthcare provider recommends in writing that a participant has available and/or take during their actual participation in the custodial care program.

Custodial care programs: This policy applies **only** to those programs operated by a Member where the participants are registered by parents or guardians and the participants care is accepted as being under those charged with managing the program. Examples are: preschool, before and after school programs, day care, summer camps, extended care and overnight trips managed by Member operated programs.

Employee Training: All employees who staff custodial care programs must be trained and certified in 1<sup>st</sup> Aid, CPR and Automated External Defibrillators (where applicable). Additionally, specific training in the dosage and purpose of the medication (i.e. to address allergies / use of epipens etc.) shall be provided to all affected employees. This information shall be listed on the **PARENTAL CONSENT & DIRECTIONS TO STAFF FOR THE SELF-ADMINISTRATION OF MEDICINES form or its equivalent.**

**Procedure:**

Prior to a covered participant being accepted into and/or participate in a custodial program, all of the following criteria must be met:

1. The **PARENTAL CONSENT & DIRECTIONS TO STAFF FOR THE SELF-ADMINISTRATION OF MEDICINES** form (appendix) or its equivalent shall be completed and signed by the parent/guardian.
2. All medication must be in their original containers, identifying the prescribing physician, name of medication and recommended dose, in English.
3. Participants are responsible for arriving at the program with all necessary medications, supplies, pumps, back-up medications and any other equipment necessary for the participant to safely self-administer their medications.
4. Medications and related supplies that must be stored on behalf of the participant shall be done so in a secured, controlled & accessible manner, by staff.
5. Medical monitoring of blood sugar levels must be done by parents or guardians prior to attending the program each day, to ensure that they are within their target range.
6. Staff will *not* be responsible for identifying symptoms of hyperglycemia or hypoglycemia, but can assist the participant in checking blood sugar levels with proper training provided by parents or guardians.
7. Parents / guardians are responsible for providing all necessary information regarding dietary restrictions, food allergies or special diet considerations to staff.
8. Participants and parents / guardians shall be advised and reminded that it is the participant's responsibility to administer the medication and that staff will only assist as needed. Staff will not give scheduled injections.
9. It is the responsibility of the parent / guardian to pick up any medication that remains at the conclusion of the program. Any medication not picked up will be disposed of in a safe manner.
10. A copy of this policy shall be made available to parents and guardians of affected participants.