

## **MEDICAL INFORMATION & WAIVER POLICY (2MARCH17)**

*Participants with medical conditions requiring emergency administration of prescription or non prescription medications are welcome and may participate in all Saco Parks & Recreation Department Programs. If at any time it is found that this policy has not been followed or been kept up to date dismissal from Saco Parks & Recreation programs may result.*

### **1. Program Requirements**

- a. Check with the Office to verify that the program you are registering for falls under the terms of this policy.
- b. Requests for emergency medication at a program must be noted on the Participant Contact Form under SPECIAL CONCERNS, including an overview of the behavioral or medical concerns, and symptoms.
- c. Information about any required medications for both on-site emergency medications and prescriptions taken at home should be included in the medications section with details on dosage, expiration, when taken, etc.
- d. Additional forms/medications may be required for activities at different locations.
- e. All information will be kept confidential and is for the safety and well being of your child, the other children in the program and our staff.

### **2. Emergency Medication**

The Department may train its personnel to administer epi-pens and asthma inhalers for emergency situations.

As part of a Doctor's written medical action plan, diphenhydramine (Benadryl or equivalent) may also be included for treatment as specified in the written medical plan: the type and dosing of diphenhydramine provided must match that indicated in the action plan. A participant who uses and/or relies upon such emergency prescriptions and devices listed above shall be welcome in a program provided the following conditions are met:

- a. For PROGRAMS ALREADY IN SESSION: all medications and their labels\* with the child's name, name of medication, date filled & expiration date for epi-pen or asthma inhaler must be provided at least 2 full business days prior to the child participating in one of our programs, provided that adequate advance notice of each program is made available to eligible participants.  
\*Labels can be one of the following formats: 1. a copy of a doctor's prescription; 2. medication label; OR 3. pharmacy prescription label.
- b. By choosing option A the parent/guardian is expressly choosing to have the participant administer their own emergency medication. Department staff will only administer emergency medication if the child is unable to do so on their own. For this reason a back up of all medications must be provided to the department under Option A.
- c. By choosing option B the parent/guardian is expressly authorizing and consenting that the Department administer the medication in the event of an emergency in lieu of their child. Under Option B, your child may not self medicate.
- d. By choosing option C the parent/guardian opts to waive their choice to have their child self medicate and is also requesting that the Department staff NOT ADMINISTER medication in the event of an emergency. In such cases, the parent/guardian is expressly directing that EMS/911 personnel act as first responders and administer any emergency medication.
- e. The Department will not allow any other emergency medication other than those indicated above to be held by the child or by Department staff.
- f. Regardless of which Option is selected, the Department will call upon EMS/911 services and personnel for assistance in any emergency without prior consultation with parent/guardian.

**3. Storage of Medication**

- a. At no time is it acceptable for participants to carry any type of medication on them or in their belongings.
  - i. Exceptions are Epi-pen/Benadryl Tablets or asthma inhaler for emergency use. In this case, the department must also have the same medication provided for the camper to keep with our medical supplies.
- b. Medication must be dropped off to the Office at least one week prior to the start of the program.
- c. All medication dropped off by parents must be in the original container from the pharmacy and clearly labeled with the individuals name, prescribed dosage, name of medication, and expiration date.
- d. The department cannot accept any medication that must be climate controlled.
- e. The department will store all medication in a secure location only accessible by senior staff.
- f. Diphenhydramine (Benadryl or equivalent) must be provided in accordance with the medical action plan in premeasured dosages. (We do not accept liquid forms that are not premeasured).

**4. Routine Medication**

- a. The Department and participants will not carry or administer routine medication.
- b. Parent/guardian will be solely responsible for assuring that they have correctly administered their medications either prior to or during program time.
- c. If routine medication must be administered during program time, a parent/guardian or designee must come to the program, check in with the program staff, and administer the medication directly. The parent/guardian must give prior authorization of designee to the SPR Office beforehand and list them under the Special Concerns section of the Participant Contact Form.
- d. In all circumstances, the Department must be made aware on the Participant Contact Form of any medication used by a participant, prior to the admission to any program. This information is vital for emergency medical personnel who may be responding to an emergency situation.

**5. 911 Policy**

- a. In all cases and circumstances, the Saco Parks & Recreation Department will call 911 and Staff will abide by and follow all EMS/911 instructions during a medical emergency concerning your child. The Parent/Guardian will be notified by Parks & Recreation Staff at the earliest opportunity.

**6. Expiration & Return of Medication**

- a. Parents/guardians are responsible for picking up any and all medication at the end of the program.
- b. If participant is enrolled in another program that starts immediately after the ending program, the current medication and forms (unless otherwise specified) can still be used.
- c. For the purposes of the Saco Parks and Recreation Department, expiration dates are regarded as the first day of the expiration month. We have consulted with pediatricians and pharmacists to determine this. As an example, a medication that expires on 08/2017 is considered to be expired on 8/1/2017.
- d. Parents are responsible for providing updated prescriptions/medications prior to them expiring. Medication must be updated 1 week prior to expiration to allow Department adequate time for distribution. Failure to keep medications up to date will result in immediate suspension of services.
- e. In all cases parents/guardians are responsible for picking up expired medication within two week's of a program's end. A \$50.00 disposal fee will be issued to the household account if the medications are not picked up within the deadline.

**7. Picking up and dropping off medications—how this impacts memberships**

- a. All emergency medications must be provided prior to the program registration deadline.
- b. Memberships provide access to many program registrations such as Summer Camp, Schools Out programs, and Theater. In order to maintain an active membership, all required emergency medications must be kept with the Saco Parks and Recreation Department.
- c. For families that use our programs occasionally and would like to pick up emergency medications between programs, please note that during these periods memberships will be suspended until the medications are returned. This will limit access to program registration while your membership is suspended.

# Additional Policies on Medicines & Illnesses: page 16

## **Emergency Medication & Non Prescription Medicinal Information**

**Emergency Medications:** All EpiPens and Inhalers on site must adhere to all Saco Parks & Recreation Medical Policies. Regarding other medications: All prescription medicines taken at any time, at home or at the program, must be disclosed and documented on the Participant Contact Form. This information is required in the event that a camper needed emergency care, the emergency personnel would need to know what medication the child currently takes to safely treat the camper. Failure to disclose this information or to follow the prescribed dosage and frequency can result in removal from our program. This information will be kept confidential and is for the safety and well being of your child, the other children on camp and our staff.

**Non-Prescription Medications:** *Non-prescription medications are not allowed at camp.* Examples of non-prescription medications include:

- Cough drops
- Ibuprofen
- Advil
- Aspirin
- Medicated lotions or ointments
- Or any other over-the-counter treatment that may effect the camper's health, and the health of other camper's for safety concerns.

If any non-prescription medications are found in a camper's bag, they will be confiscated. This may also result in removal from the program.

## **Sickness and Fever**

Your child should not attend programs if they are sick or have a fever. If they become sick or have a fever at camp they must be picked up from the program. A member of our staff will call you with details. If you receive a call about Contagious Diseases or Sickness you must pick your child up within one hour of being called\*. We have a dedicated space in programs for children to wait for their parent.

- \*Failure to pick up within an hour of notification will follow late pick up fee policies.

## **Contagious Diseases**

Any participant with any of the following or other similar conditions must be removed from the program:

Conjunctivitis – Head Lice – Impetigo – Ringworm.

Children with head lice may return to a program following treatment.

**Notifying the office:** parents are reminded to check their children for any possible lice infestations and alert us to their occurrence. It is very important that parents report to us if your child has recently shown symptoms and that they have been treated. These updates give our staff the information they need to clean our facility as required with potential lice exposure, and monitor contact between participants to prevent the spread of lice. As always we will treat this information confidentially and appreciate your cooperation. Failure to report this information may result in a parent handbook infraction fee being billed.