



Town of Whitby Policy

Policy Title:	Administration of Medication Policy – Life Threatening Allergies and Other Medical Conditions
Policy Number:	OPS 140
Reference:	Council Resolution #301-08
Date Originated:	November 17, 2008
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Review Date:	As required
Approval:	Council
Point of Contact:	Manager of Recreation

Policy Statement

The Town of Whitby's Recreation Division policy regarding minors, 17 years of age and under, participating in recreation programs with allergies, other medical conditions and required prescription medication that need to be administered is as follows;

- Only prescription medication will be administered and all medication must be visibly labeled with the child's first and last name.
- All medication will be administered according to the doctor's instructions as authorized by the parent on the Medication Record Form.
- Exceptions may be made for non-prescription medication provided written authorization is received from a doctor.
- For minors with life threatening allergies or other severe medical conditions, a detailed emergency action plan shall be put in place in advance of that individual beginning the program.

Purpose

Children who require medication during program hours and have life threatening allergies or other medical conditions, such as diabetes, attend Town of Whitby Recreation Division programs. In order to create a safe environment for children and minimize risk and liability for staff, a policy regarding the administration of medication and procedures for life threatening allergies and other medical conditions is required. This policy aligns with Whitby's Community Strategic Plan of developing a safe and healthy community.

Scope

This policy applies to all minors attending recreation programs in the absence of their parent or guardian who require medication be administered or have a life threatening allergy or other medical condition.

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Procedure

1 Life Threatening Allergies or Other Medical Condition

1.1 It is the responsibility of the participant to:

- Avoid relevant allergens.
- Wear a medic alert bracelet at all times.
- Promptly inform staff as soon as medication of first aid is required;
- Keep necessary medicines with them at all times.
- Know how to use medicines (i.e. epinephrine injector, insulin).
- Participants with life threatening allergies must provide their own Epi pen.

1.2 It is the responsibility of the Supervisor to:

- Ensure that the registration process enables the parent/guardian to identify participants with life threatening allergies or other medical conditions.
- Meet with the parents/guardians of participants and discuss the life threatening allergy or other medical condition.
- Ensure the completion of the Anaphylaxis Action Plan by Parent/Guardian, as appropriate.
- Ensure all program staff and volunteers associated with the program are aware of the participants with life threatening allergies or other medical conditions.
- Coordinate planning and efforts by staff, participants with life threatening allergies and their parents to promote allergen free areas within the program facility.
- Ensure that epinephrine injectors and insulin are to be kept with the child at all times.
- Inform staff of the location of Epi Pens, insulin, other medical devices and emergency action plan. Ensure safe disposal of the used sharps.
- Inform parents that an ambulance will be called any time an Epi Pen is administered or when an anaphylactic reaction is suspected.

2 Administration of Medication

2.1 In order for staff to administer medication to a minor, the following procedures must be followed:

- The parent/guardian is required to complete and sign a Medication Consent Form.
- Parents must supply the required dose of medicine in an appropriately labelled container.
- A master record of all prescriptions and health care to be administered shall be completed daily and retained.

- Medication must be brought daily to and from home by the parent/guardian, and must be given to the staff person by the parent/guardian directly, and not the participant.
- Participants are not permitted to carry the medication without the written consent of a physician (Exception: Epi Pens are to remain with the participant).
- Prior to administering medication, the staff person will check the label for correct identification of recipient and dosage. Another staff member must be present when medication is given.
- The program location must provide a cabinet or storage area with an appropriate lock, or some other means of storing the medication securely.

2.2 Each Town of Whitby facility will identify an appropriate location for staff and public to use as a sick room, first aid room or private location for administration or self-administration of medication. Facilities that do not have a dedicated first aid room, staff will be made aware of alternate locations that will provide a safe and secure environment. All Town of Whitby facilities shall be provided with approved sharps/needle disposal containers. Staff shall follow the Sharps and Needle Disposal Procedure, as developed by the Municipal Health and Safety Officer.

3 Responsibilities

3.1 It is the responsibility of the Supervisor of each area to ensure staff are trained regarding the Administration of Medication Policy– Life Threatening Allergies and Other Medical Conditions. It is the responsibility of each staff member to implement the policy and procedures as outlined.

This Policy is hereby approved by Council Resolution #301-08 on this 17th day of November, 2008.