Out-of-School Time Programs

Medication Policy

We have strict guidelines for approving medications your child may require while in our programs. Our Medication Consent Form(s) are required to be submitted for each medication your child may require while in our programs, each registration period. Please note that approval may take up to two weeks, depending on when your forms are submitted and received. Incomplete and/or outdated forms will delay the approval process.

Our Medication Manager will contact you with further instructions relating to the medication process once we have received your child’s medication forms. Until this occurs, we are unable to accept medication(s) that have not been approved by our Medication Manager. If you have any questions regarding medications, please call 757.385.0431.

Procedure for Self-Administered Medication/Equipment

- All medication will be self-administered, except an Epinephrine Injector unless the Permission to Carry and/or Self-Administer Life Saving Medication is approved

Out-of-School Time Program Staff will:
- Lock up the medication or equipment unless the Permission to Carry and/or Self-Administer Life Saving Medication is approved
- Contact parent immediately if any problem arises concerning this medication or equipment
- Not be responsible for equipment if broken
- Discuss any concerns with the medication or specialized procedures request with the parent/legal guardian

Accommodations will be made as necessary

- Any changes in the medication, dosage and/or specialized procedure require a new Medication Consent Form to be submitted for approval before medication can be brought to the program or specialized procedure be implemented

- Approved medication must be provided to the Out-of-School Time Program staff within 30 days of being notified of the approval. If the requested medication is not provided to program staff within 30 days of approval, the form will become null and void and the parent will be required to resubmit the form for approval if the need for medication in the program still exists

Medication

Parents will:
- Make alternate arrangements for administration of any medication that cannot be self-administered prior to submitting completed medication consent forms
- Educate their child in regards to the medication administration requirements
- Provide approved medications in the original pharmacy/physician labeled containers and appropriate administration tools to measure the dose accurately (i.e. measuring cup, spoon, etc.)
- Verify the amount of medication being dropped off with Out-of-School Time Program staff
- Verify any unused medication with staff on the participant’s last day for each week and staff will return the unused medication to the parent
- “As Needed” medications such as Inhalers, Benadryl, Epinephrine Injectors will be maintained at the site for the duration of the program in which the participant is enrolled if requested by the parent
- Parents are encouraged to meet with the Out-of-School Time Program staff to review their child’s medication needs periodically
- At the time specified in the frequency section herein, the Out-of-School Time Program staff will hand the medication to the participant and someone form the Out-of-School Time Program staff will oversee the taking of the medication by checking visually under the participant’s tongue/mouth if the medication is taken orally
- The Out-of-School Time Program staff will document that medication was self-administered on a medication log which will be submitted to the OST Medication Manager bi-weekly
- Any unusual side effects will be reported immediately to the parent and OST Medication Manager, if severe, 911 will be called

Specialized Procedure

- A Release for the Administration of Epinephrine Injections Form must be completed and signed by a physician and parent in addition to this form in order for a participant to carry an Epinephrine Injector or the site to maintain an EpinephrineInjector for a participant
- Parent understands and acknowledges that with the exception of the Epinephrine Injection, Out-of-School Time Program staff are not trained to administer medication and do not have legal authority to do so