



## Extended Learning Administration of Medication in Youth Programs Policy

### Purpose

The purpose of this policy is intended to ensure that Nipissing University Extended Learning has established an approved procedure, allowing medication to be appropriately administered. Youth Program Staff are made aware of their responsibilities and Youth Program participants are safeguarded by receiving medication according to an established routine.

### Definitions

Following are definitions for terms used throughout this policy:

- When used in this document, prescription medication refers to medications that require a medical professional's prescription to be legally dispensed. These medications are used to treat specific illnesses or health conditions diagnosed by a health professional.
- When used in this document, non-prescription medication, or more commonly known as over the counter (OTC) medication, refers to medications that can be purchased directly from a pharmacy or store without a prescription from a medical professional. These medications are used to treat various common health problems, including, but not limited to pain, cold and flu, allergies, digestive issues and skin conditions.
- When used in this document, emergency medication refers to medications that treat immediate and severe medical conditions; examples include, but are not limited to inhalers for asthma, EpiPens/epinephrine for anaphylaxis and insulin for diabetes.

### Confidentiality Clause

Information about medical conditions and medications in youth program participants is confidential and shared only with staff on a need-to-know basis.

### Policy

Nipissing University Extended Learning will only administer parent/guardian approved drugs issued to a Youth Program participant. To ensure the health and safety of all participants, this procedure outlines the steps for managing and administering medication during camp hours. Note: only epi-pens and inhalers may be kept on a youth program participant (carried or stored by the Program Facilitator at the discretion of the parent/guardian) and epi-pens and inhalers are the only prescription medication exempt from filling out a Medication Administration Authorization Form.

If any other medication must be administered during camp hours, the caregiver must follow the procedures outlined below:

1. If a participant requires medication (excluding epi-pens or inhalers) during the program time, the parent/guardian must contact the Extended Learning Coordinator (via email at [extendedlearning@nipissingu.ca](mailto:extendedlearning@nipissingu.ca)) prior to the start of the program. The Extended Learning Coordinator will provide parents/guardians with a Medication Administration Authorization Form.
2. A Medication Administration Authorization Form must be completed, signed by the parent/guardian, and approved by youth program staff before medication can be accepted.
3. A parent/guardian must hand deliver the medication in the original container with the prescription label, clearly labelled with the participant's name, the name of the drug, the dosage, the date of purchase and instructions for storage and administration of the drug. All medication will be kept by the First Aid certified Program Facilitator and stored according to storage instructions (Note: Epi-pens and inhalers are the only exceptions and may be carried by the camper or stored by staff based on caregiver discretion.)
4. The medication must be administered in a well-lit area and as directed. Each dose will be documented on the Medication Administration Authorization Form, including the time, date, and dosage of administration and initials of the staff member administering the medication.
5. Staff who administer medications (Youth Program Supervisors) will receive training (in addition to First Aid & CPR C) to ensure proper handling, documentation and awareness of adverse reactions.
6. Staff will not administer the first dose of any new medication (prescription or doctor-authorized over the counter) in case of an allergic reaction.
7. If a participant has an adverse reaction, the following steps will be taken, the participant will be assessed by a staff with a First Aid certification. If the reaction is deemed to be an emergency, 911 will be contacted followed by the primary contact provided upon registration. If the reaction is not an emergency, the primary contact will be contacted to discuss next steps.
8. Leftover medication or surplus of medication will be returned in the original container to the parent/guardian of the Youth program participant, by the Camp Supervisor, at the end of each day.
9. Any accidental administration (i.e. incorrect dose) must be recorded and reported to the Office of Extended Learning, who must then notify the primary contact of the Youth Program participant.
10. If a youth program participant refuses medication or a dose is missed, the Office of



Extended Learning will be notified, and the primary contact of the Youth Program participant will be contacted.

11. Medication Administration Authorization Form records will be kept for twelve (12) months from the date the authorization form was completed. They will be kept in a secure location in the Extended Learning Coordinators office and after 12 months from completion, they will be shredded.
12. Parents/Guardians are responsible for:
  - Contacting the Extended Learning Coordinator prior to the start of the program.
  - Completing and submitting the Medication Administration Authorization Form.
  - Providing medication in its original container on the first day of the program.
  - Ensuring the date on the label of the prescription medication is not expired; if it is past its expiration date, the parent/guardian will be contacted, and the medication will not be administered.
  - Informing the Youth Program Staff if there are any food restrictions due to the medication the participant may be taking.
13. The following applies only to over-the-counter medication (nonprescription), such as allergy medication or pain medication (i.e. antihistamines, acetaminophen, ibuprofen)
  - If the participant is experiencing symptoms that warrant the use of over-the-counter medications such as headache, general pain, or allergy symptoms (runny nose, sneezing, watery eyes), parent/guardians are authorized to send the appropriate medication, following these procedures:
  - Must be accompanied by a written note from the parent/guardian (no Medication Administration Authorization Form required, unless preferred by the parent/guardian) outlining the dosage required, when to administer and symptoms to look for. If the Program Facilitator is not aware of any non-prescription medications and the participant asks to take their medication, the Extended Learning Coordinator will contact the Primary contact for verbal permission. If this cannot be obtained, the participant will not be authorized to take the medication.

This policy ensures the safety of all participants and compliance with medication administration protocols. Failure to follow these procedures may result in the participant being unable to participate until the matter is resolved.