Guidelines - Dispensing Medication

Most people do not think that aspirin or other over the counter medicine may be threatening, but making it available for public access may land the YMCA in trouble. There may be an allergic reaction, problems from taking other medication at the same time, or the person could overdose. YMCAs should stay away from retaining or providing medication except in the case of programs where they have control and supervision over children. Medicine (both prescription and non-prescription) should be kept away from children unless the situation is critical (epi-sticks for allergies, inhalers for asthma, or others in immediate need situations).

1. Each child should have a completed medical form that indicates if any medication is necessary. This is applicable for youth sports, childcare, day camp, resident camp, or any other program where the YMCA is fully in charge of the care and supervision of the child.

2. The family should supply all necessary medication along with written instructions from the parent as to the quantity of dosage, time of administration, name and phone number of the doctor, and any other considerations related to the medication or illness. This information should be dated and only be accepted for a year after being written.

3. Only prescription medication with the name of the child, directions, amount of dosage, date, and the name of the medication should be dispensed. It must be in the original container.

4. Non-prescription medicine should be labeled with the child’s name, in the original container, and administered per manufacturer’s recommendation on the label.

5. A daily medical log should be kept and the following information recorded in ink:
   - Date, time, and name of the person receiving the medication
   - General description of the injury or illness (reason why distributed)
   - Amount of dosage given
   - Initials of the person dispensing the medication

6. The medical log should be a bound record book completed using the following instructions:
   - Make continuous entries. When starting a new day, do not skip lines without drawing a line through the blanks. Show the correct date and time.
   - The record book should be a bound book because it is a permanent record and should be kept on file for at least 3 years. The information in the book should not be altered or the pages removed.

7. Medication should be stored in a locked container. It should be labeled indicating that it is the medicine storage. In the cases where immediate use may be necessary it medication needs to be carried, written instruction should be provided by the prescribing physician or parent. Check with your state laws regarding the storage of medication.

8. A single staff person per shift should be allowed to dispense the medicine at each location. There may be confusion about dispersal if more than one person is providing the medication. This person should be First Aid Certified, preferably with an advanced certification.