



# Administration of Medication Policy

## Purpose

To make sure we uphold the integrity of security and safety within Kids Ministries to the highest level. We work to create an environment where adults feel confident in dropping off and picking up their kids and where kids feel safe in the space.

## Overview

We strive to provide a safe environment for kids by being aware of any medical conditions they may have. This includes, but is not limited to, medical needs that may require administration of rescue (or emergency) medication such as allergies, asthma, diabetes or epilepsy. This policy seeks to provide clear steps for accepting, administering and returning medication.

Examples of rescue medications are: EpiPen's, inhalers, insulin, or seizure-rescue medicines.

Staff and volunteers will not administer over the counter or prescribed medications that are not rescue related during Kids Ministries.

## Accepting Medication

Once it has been identified that a rescue medication will be left with staff/volunteers during service:

1. The parent/guardian completes a Request for Administration of Emergency Medication form. This is completed the first time a medication is brought to Kids Ministries and can be kept for future visits.
2. Verify medication is properly and clearly labeled with:
  - a. The child's first and last name
  - b. The dosage of the medication
  - c. The expiration date (we will not accept expired medications)
  - d. Proper dosing and administration instructions
3. Place the completed form, along with the medication, in a Ziploc bag and affix a Medication Label to the outside of the Ziploc bag. Fill in the information with a sharpie:
  - a. Child's full name
  - b. 4-digit security code
  - c. Adult's name
  - d. Adult's phone number
4. Staff or Team Leads/Directors should double-check the outside of the Ziploc bag to ensure pertinent information is listed. Bag should then be placed in the classroom the child is checked in to, out of reach of children.
5. A Medication sticker (bright pink) should be placed near the child's nametag. This is our visual cue that we have rescue medication for them.



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Note: If a family takes the rescue medication to service with them, please ensure the phone number on the check in label is correct to reach the parent/guardian in the event of an emergency. It is imperative we know what to watch for that would require an emergency medication be administered and that the child wears a pink Medication sticker.

Ask the parent/guardian to watch their phone should we need to page them during service.

If the child needs the medication during the service, call or text the parent/guardian's number, inform the production team to display the 4-digit code on the auditorium screen, and contact the Officer on Duty.

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Kids Ministries Staff and Volunteers are not professional medical personnel. However, Staff and Volunteer Team Leads/Directors will assume the responsibilities of the administration of EpiPen's and other rescue medications.

In the event a child needs their rescue medication:

1. Staff or Team Lead/Director retrieves the respective Ziploc bag with the medication.
2. Verify parent/guardian permission to administer medication.
3. Administer the rescue medication as directed by prescription label. If no trained individual is available, the medication will not be administered until one is present.
4. Call 911.
5. The parent/guardian will be texted or called by cell phone number.

## Returning Medication

All medication left for a service should be retrieved from prior to parent pick-up and returned to the classroom the child is checked in to. Medication will be checked by an adult volunteer in the same manner a parent and child tag are checked. Once the information has been verified, medication may be returned to the parent/guardian.