



CITY OF NORTH YORK PARKS AND RECREATION DEPARTMENT

ADMINISTRATION OF MEDICATION

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POLICY

The Department endeavours to include and support all individuals in our programs as required by the Ontario Human Rights Code, in part, by ensuring the safe administration of **prescribed** medication to participants in recreation programs. Administration of Prescribed Medication Form must be completed prior to administering the medication. A Recreation Assistant will be responsible for the administration of **prescribed** medication to recreation program participants under the conditions described below. Approval of such requests will be based on the Recreation Assistant's ability to ensure safe storage and administration of the medication. Whenever possible participants, should request that their physicians prescribe medication which can be administered outside of program hours.

CONDITIONS

The following conditions apply to the administration of prescribed medication:

- the medication, by necessity, must be taken during program hours; and
- the participant is under the age of sixteen years, or it is not appropriate for the participant to administer his/her own medication, or both; and
- medication by injection will only be administered by Epipen, or another brands' equivalent product.

PRESCRIBED MEDICATION

The prescribed medication will likely fall into one of the following categories:

1. Long Term

medication which is necessary on an on-going basis (e.g. medication which controls hyperactivity)

2. Short Term

medication which is necessary for a specific period of time (e.g. antibiotics)

3. Emergency

medication which is necessary for a specific situation (e.g. adrenalin for severe allergic reactions)

RESPONSIBILITY OF STAFF

1. At the point of registration, or as the need arises, the Recreation Assistant or Program Supervisor must obtain a written request from the participant (who is at least 16 years of age), or parent/guardian, or person authorized to provide consent on behalf of the participant, including clear instructions from a physician by utilizing the form **Prescription Medication Record**.
2. When a life threatening medical condition exists for which medication must be administered, and the participant is under sixteen years of age, the participant is strongly encouraged to wear a "medical alert bracelet".
3. Medication must be in a prescription container, be clearly labelled and include instructions for storage.
4. The Recreation Assistant and/or Program Supervisor will designate staff and appropriate back-up staff to supervise the administration of the medication, locked storage, and to designate where it will be administered. When refrigeration is necessary, but not available, staff and parents will determine appropriate alternate arrangements. Medication will be returned to the participant at the end of each day.
5. In the case of medication that is **only** to be administered in case of emergency, the Recreation Assistant will contact the authorizing party (as defined in #1) and the Public Health Nurse for advice and training related to emergency administration. **Contact the Public Health Department District Office, East (395-7758), West (395-7780) or Central (395-7755), and request assistance through the Intake Nurse.**
6. Where staff are authorized to administer emergency medication, all program staff at the location will be trained to administer the medication before the participant attends the program.
7. The yellow copy of the **Administration of Prescribed Medication** form is valid only for the period indicated and will be used and stored at the program site for reference. The white copy should be kept with the Recreation Assistant and then both copies will be filed by the Recreation Assistant **in a permanent location** with the registration information. If a participant attends more than one program **concurrently**, separate forms will be required for each program site.



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