



# Medication Administration Permission

For the Club to administer over-the-counter and/or prescription medication to a Club member the following procedure must be followed:

1. Parents or guardians must fill out this Permission to Administer Medication Form.
2. Medication must be maintained and stored by the member.
3. All over-the-counter and prescription medicine must be contained in the original bottle with the child's name, dosage, frequency, duration of use, and expiration date.
4. Medication will only be administered in the case of an emergency.

Member's Name: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Dosage: \_\_\_\_\_

Date(s) to be administered: \_\_\_\_\_

Time(s) to be administered: \_\_\_\_\_

Possible Reactions: \_\_\_\_\_

Special Instructions: (Shake well, refrigerate, etc)  
\_\_\_\_\_  
\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Approved:    YES                      NO

Area of Storage: \_\_\_\_\_

Site Director Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

# Medication Administration Permission



**OVERVIEW:** For the safety of our members, it is the objective of the Boys & Girls Clubs of Barron County to promote an accurate medication policy for our members. While it is recommended that any medication be given at home, the Club will follow this policy as a guideline if a child is in need of medication administration during Club hours.

**Policy:**

1. The Boys & Girls Clubs of Barron County will store and distribute certain medications, but refuse any administering that requires formal training (ex. syringes).
2. Medication must contain prescription information, dosage, frequency of administration, and member name on the bottle. Medication will not be given from an unmarked container (ex. baggie, envelope, etc).
3. Caregivers are asked to deliver the medication container to the Site Director at their child's designated site location. Site Directors will properly store the medication to prevent the medication from being lost or tampered with by member(s) or other youth.
4. If medications are needed for a child, caregivers are responsible for ensuring enough supply is on hand at all times.
5. Medication is recommended to be given at home whenever possible. When you know your child will be taking medication, discuss the hours of administration with the doctor. It may be possible to regulate the dosage so that medication can be given at home and not during Club hours.
6. Any medication administered or given out will be logged by the Club Site Director.
7. Unused portions of medication after the completion of the school year/summer will be disposed of after 7 days if not picked up by a caregiver.

**Sunscreen Policy:**

1. Children should come to the Club wearing sunscreen each day. If sunscreen needs to be reapplied throughout the day, the member will be responsible for applying the sunscreen themselves.
2. It is recommended that if sunscreen is needed for a member attending the Club, parents send the extra sunscreen with the member for usage.

By signing this understanding statement, I affirm that I have thoroughly read and comprehended the medication policy outlined by Boys & Girls Clubs of Barron County and voluntarily agree to abide by its guidelines. I acknowledge that I will not hold the club or any of its representatives liable for any consequences resulting from medication administration, provided that the club follows the information and instructions I have provided to the best of its abilities.

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Parent/Guardian Signature

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Date: