



## GURNEE PARK DISTRICT – Permission to Dispense Medication: Waiver and Release of All Claims and Assumption of Risk

The Gurnee Park District will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review

NAME OF PROGRAM: \_\_\_\_\_ DATE: \_\_\_\_\_

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_, give  
(Print Name) (Print Name)

permission to the staff of the Gurnee Park District to administer \_\_\_\_\_ to my child.  
(Name of Medication)

**I understand it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes or in original prescription bottles.**

**In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.**

**I hereby acknowledge that the information provided for the dispensing of medication for my minor child, guardian, ward or other family member is accurate. I also understand that it is my responsibility to inform the agency of any changes in the dispensing of medication.**

\_\_\_\_\_  
Print name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



**BACKGROUND INFORMATION**

Participant's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Parent's/Guardian's Name(s): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Program Name: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**MEDICATION INFORMATION:**

1. Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Dispensing & Storage Instructions: \_\_\_\_\_

\_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_ Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Dispensing & Storage Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_



## Issue

Members are often willing to consider administering medication to program participants. In some circumstances, it may be necessary to give medication to patron with a disability in order to make a program accessible to that patron. When medication can be administered in a non-invasive manner (i.e. orally or with a self-injector, etc.), the agency is required under the American with Disability Act "ADA" to administer medication. Similarly, participants cannot be excluded on the sole basis that they have been identified as having severe allergies to bee stings or certain foods. Agencies need to be prepared to take appropriate steps in the events of an allergic reaction, such as administering epinephrine, when provided by the participant or parent in advance.

In other circumstances, agencies voluntarily agree to administer medication to participants, provide the procedure is relatively simple and non-invasive. In all circumstances, Gurnee Park District adopted medication dispensing guidelines and procedures. Without special training and the necessary procedures to administer medication, safety and liability issues may arise if medication is not administered properly.

## Recommendation

It is recommended that all employees dispensing medication during agency programming should review the following medication dispensing guidelines and specific procedures and guidelines to follow in the event this request is made by a patron these comprehensive medication dispensing guidelines will better prepare our staff to dispense medication in a safe and efficient manner.

Initially, upon such a request, parents or guardians should be asked if the patron can be medicated before or after program hours, rather than during program hours. If so, the employee can deny the request to administer medication during program time.

Agencies should only consider dispensing medication when absolutely necessary to administer medication during program hours.



**I. Parental Procedures and Responsibilities**

The parent/guardian **must**:

1. Complete the *Permission to Dispense Medication/Waiver and Release of All Claims Form*.
2. Complete and sign the *Medication Dispensing Information Form*.
3. Deliver all medication to the Recreation Supervisor's office in the original prescription bottle or in clearly marked containers which includes the person's name, medication, dosage, and time of day medication is to be given.
4. Advise the agency in writing, with any specific instruction regarding the dispensing or storage of medication.

**II. Staff Medication Dispensing Procedures**

Agency program staff **must**:

1. Ensure that the Permission and Waiver to Dispense Medication Form and Dispensing Information Form are fully completed and signed by the parent/guardian prior to the dispensing of any medication.
2. Ensure that only authorized staff accepts medication which may include the executive director, superintendent of recreation, safety coordinator, recreation supervisor, site director, registrar, secretary, or other designated staff.
3. Verbally confirm with the parent or patron any specific instructions regarding the dispensing or storage of the medication.
4. It is critical that medication be properly and securely stored (i.e. a locking cabinet, transportable, etc.). All medications should be inaccessible to other patrons, particularly children. Only authorized staff should have direct access to the medication (except in an emergency situation where authorized staff may be unavailable, procedures should be adopted for emergency situation).
5. Retain all original forms, instructions, correspondences, etc. at a central location. Provide multiple copies of all procedures, written instructions, medical information forms, medication logs, etc. to the program location. When the administration of medication is not always at the same location (i.e. field trip, aquatic facility, multiple program sites, etc.) this information needs to be portable and readily available for off-site administration medication. All original forms, instructions, correspondences, etc. would be retained for at least three years beyond conclusion of the program.



6. Staff authorized to dispense medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone or obtain specific instructions. If these persons cannot be promptly reached, request assistance from an emergency medical provider. A delay in medication may compromise the safety of the patron. Therefore, it is important that conflicting information/instructions be identified prior to any need to administer medication.
7. Except as otherwise agreed to by the parents/guardians or competent adult patron or in the event of an emergency, only authorized and trained agency staff should dispense medication. *Multiple staff should be authorized and trained in the event a staff member is unavailable.*
8. Agency staff responsible for dispensing medication is responsible for fully completing the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased. Completed medication logs should be turned into the agency's office and kept in a permanent file for at least three years beyond the conclusion of the program.