

ADMINISTRATION OF YOUTH MEDICATIONS AT EVENTS

Guidelines for Parishes in the Episcopal Diocese of Pennsylvania

The Diocese of Pennsylvania takes seriously its responsibility to provide a safe and secure environment for all participants in diocesan activities. To this end, the Episcopal Diocese of Pennsylvania has adopted these standards regarding the administration of over-the-counter and prescription medications at all youth events and activities. These standards will be placed and used at ALL diocesan-sponsored events, and all parishes are strongly encouraged to follow these policies for their events.

STANDARDS

1. All medications administered to youth (18 years or younger) at events must be administered by an adult.
2. For all youth taking medications, a complete and signed medication administration form must be submitted by the start of the event. The medication administration form must include the following:
 - ✓ Student's name.
 - ✓ Signature of legal parent or guardian authorizing the dispensing of any medications to the student by an adult leader or event staff member for the duration of the event.
 - ✓ A list of each medication the student is taking, along with dosage amount, time to be given, reason for medication, and any expected and predictable side effects.
2. All medications must be surrendered to a designated adult leader or event staff member upon check-in at the event.
3. All medications must be in their original containers with both the name of the medication and the name of the student on the container. Medications must be submitted in a Ziploc bag with the student's name clearly printed on the outside of the bag.
 - ✓ The exceptions to this rule are medications taken on an emergency basis (for example, inhalers and epi-pens). These medications must be listed on the medication administration form, but may be carried on person during the event.
4. For youth over the age of 16, exceptions may be made regarding the surrender of over-the-counter medications.
5. When privacy issues are involved, with youth over the age of 16, exceptions may be made regarding the surrender of prescription drugs, if and only if the following guidelines are met:
 - ✓ The parent authorizes the student to carry their prescription, and this authorization is put in writing.
 - ✓ The parent or guardian only sends with the student enough medication to last the duration of the event.
 - ✓ Exceptions will be made on a case-by-case basis only.

Questions about these policies can be directed to the Youth Ministry Office at (215) 844-9410 or via www.diopayouth.org.