



UNC  
GREENSBORO

## YOUTH PROGRAMS: MEDICATION MANAGEMENT PLAN CHECKLIST

- Parents/Guardians should place all over-the-counter and prescription medications for each youth participant in one plastic bag with their first and last name and date of birth written on the outside of the bag.
- All medicine should be in its original container and should clearly indicate the dosage.
- As part of the drop-off/check-in, all youth participants should be asked if they have any prescription or over-the-counter medications. If so, the medication should be submitted to the designated staff member(s).
- If participants do not have their medications in a bag, programs should be prepared to provide a clear plastic bag.
- When the medicine is collected, staff should review the medication information previously submitted on the program registration and ensure it matches the turned in medications.
- If something in the previously submitted information has changed (new medications, altered dosage, etc.), a new form should be submitted at check-in.
- The designated staff member should ensure the participant's medication bag has their name and date of birth on the outside and should add the room number and program name on the outside.
- If the program is large, a picture of the participant should be attached or included in the medication bag.
- Unless the medication is an inhaler, epi-pen, or other such rescue medication that should remain with the participant at all times,<sup>1</sup> the medication bag should be:
  - Maintained with a designated staff member for the duration of the program;
  - Transported by the designated staff member, as needed; and
  - Stored in a secure manner at all times.
- If program staff members are not trained or licensed to prescribe or administer medications, they may only store and provide access to medication for participants pursuant to the Program's Medication Management Plan.
- Program staff should review their participant's medication information to be familiar with when medications are needed. **It is the participant's responsibility to contact staff** for their medications, but staff should still be aware of when participants need the medications to remind them as needed.

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<sup>1</sup> See Appendix 1 below.

- ❑ Participants should self-administer the medicine according to the dosage on the container, under the supervision of the designated staff member.
  - ❑ **Double check to make sure you do not give a participant another participant's medication bag. Ask them to state their name, date of birth, and the name of the medicine and the dosage prior to allowing them to take it.**
- ❑ Program staff should not handle bottles or the contents of the participant's medication directly; nor should any staff member provide guidance on how the medication should be taken.
- ❑ If the participant is unsure of the medication to take or correct dosage, someone on the program staff should contact their parent or guardian for clarification.
- ❑ Any time a participant is given access to their medication (only given by a designated staff member), ensure this is recorded. Programs may use the Youth Protection Program: Medication Administration Record for this purpose.
  - ❑ Prescription items should be taken according to physician instructions. Over-the-counter (OTC) medications should be taken according to the manufacturer's directions.
  - ❑ While it is not usually necessary to follow up on prescription items, OTC may require some follow up. Depending on the need that precipitated the OTC medication, that leadership team member may check on the participant after one hour to see if the medication has alleviated the symptoms; if this is done, follow up information should be recorded. If the participant's condition has not improved or has worsened, notify the Program Director to determine the next actions to be taken and contact the participant's parents.
- ❑ All designated staff members should keep their medical record forms for the duration of the program and then turn in to the Program Director at the end of the program.
- ❑ All medications and medication bags should be returned to the participant's parent/guardian when the program is over.

## **APPENDIX 1: RECOMMENDATIONS REGARDING ANAPHYLAXIS AND EPINEPHRINE AUTO-INJECTORS**

- If there is a youth participant who carries an anaphylaxis and epinephrine auto-injector, Youth Programs should ensure that there is a trained program staff member in the immediate vicinity of the participant at all times (an area in which an individual is physically present with a child and can see, hear, direct and assess the activities of the child).
- There are many options for training program staff. The [Food Allergy Research & Education](#) website provides training videos for popular auto-injectors.
- If appropriate, work together with the participant's parent/guardian to obtain a specific [emergency care plan](#).
- Further suggestions for managing food allergies during youth programs can be found on the [American Camps Association](#) website.
- If there is a situation in which an anaphylaxis and epinephrine auto-injector is used at camp, please submit an incident report through the [Youth Protection Program website](#).
- Include this information in your program's emergency management plan.
- If you have any questions, contact the Youth Protection Programs Coordinator at [youthpro@uncg.edu](mailto:youthpro@uncg.edu).