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BOYS & GIRLS CLUBS
OF MID CENTRAL COAST

POL006-1 Prescription Medication Policy

The Boys & Girls Clubs of Mid Central Coast (BGC MCC) has developed and implemented a policy regarding the storage, distribution and administration of prescription medication. The policy factors in reasonable accommodations that can be made as well as any associated risks.

BGC MCC implemented the following approach for storage and administration of prescription medications for members.:

- BGC MCC does not allow any legal drugs/prescriptions for members on a Club site other than immediate lifesaving ones such as inhalers, insulin (or any other diabetic supplies), epi-pens, or emergency antihistamines for children with severe allergies.
 - For any programs that exceed six hours a day, additional prescription medications may be permitted on a case by case basis.
- Medications for members (other than epi-pens, inhalers, and insulin) will be kept in a locked storage area.
- Parents/guardians must provide to BGC MCC a copy of any prescription and a doctor's note stating dosage and why it is necessary for the member to use the medication during Club hours.
- Parents/guardians are responsible for reminding the member at medication administration time. BGC MCC shall not be responsible for monitoring the member for any purpose relating to routine medication or food requirements.
- If a parent/guardian is unable to contact the member directly, they are allowed to call a Club site. The staff shall have the member speak directly to the parent/guardian. Staff shall not be responsible for delivering a message to the member from the parent/guardian.
- Staff is allowed to ask a member if they have taken medication or food, but are not responsible for verifying that the member has complied.
- Members must be able to administer their medications to themselves.
- The parent/guardian is responsible for ensuring that a medication has not expired, a sufficient amount of medication is available to meet the member's need, and that the medication is an appropriate dosage.
- If a member requires an epi-pen on-site, the parent/guardian is responsible for training at least one staff member on the correct usage in case of a situation where the member cannot administer the medication for his/herself.

Refer to POL005 for Staff/volunteer limitations and use of legal and illegal substances while at work.

Refer to BGC MCC Employee Handbook POL 8.3 for additional detail on drug use.

Reviewed and Approved:

Date: 7/29/2022

BY: 
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Chief Executive Officer


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Board Chair (Board Approval)

Audit of Document Changes

Review / Revision	Date	Approval*	Title

*Approval can be performed by the Safety Chair, Safety Officer, or CEO after Safety Committee review of revised document.