



### Purpose

To provide direction on the administration of prescription/non-prescription medications and provision of health care to program participants.

### Importance

Parks and Recreation offers accessible and inclusive programs and services

Program participants who require medication during program time are to receive the appropriate care and support that can reasonably be provided in a recreation environment

### Evidence of Implementation

Administration of Medication and Health Care Provisions forms are complete.

# Participant Copy: Administration of Medication and Personal Care Provisions to Program Participants

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## Policy Statement

Revised April 2019

HRM Parks and Recreation staff will dispense pre-approved, time scheduled medications only, to a participant in a recreation program for them to remain in attendance. Non-prescribed drugs, commonly known as over-the counter medications, will not be dispensed by HRM Staff unless they are prescribed by a doctor and labeled by a pharmacy. All medications must be listed on the participant's Medical form.

HRM Parks and Recreation staff will not be responsible for assessing participants' nursing needs nor will HRM provide services such as, but not limited to:

- a) Injection of medication (excludes epi-pen)
- b) Catheterization
- c) Manual expression of the bladder/stomach
- d) Tube feeding
- e) Postural drainage
- f) Any such services that require medical certification
- g) Aspects of personal care responsibilities which require previous professional training/certification not offered as part of HRM's Personal Care Training Model.

It is the responsibility of the parent/guardian to make all necessary arrangements for the administration of medical services as outlined above while their child attends an HRM recreation program. HRM Parks & Recreation staff will work with the parent/guardian to accommodate these arrangements within the daily program. Where there are questions regarding coverage or implementation of this policy please contact your local Community Recreation Center and/or the Inclusion and Accessibility Specialist.

## Definitions

### **Prescription Medication:**

Medication that can be dispensed only with written instructions from a licensed health care provider (physician)

### **Pre-Approved Medications:**

Medications that have been approved to be administered to participants after consultation with the parent/guardian and the Inclusion Specialist.

### **Non-prescription**

**Medications:** Medications that do not require a physician's authorization (commonly known as over the counter drugs.) These include anti histamines, A.S.A. (Aspirin) or derivatives, and vitamins.

**Health care provision:** Care that needs to be provided to ensure the health and wellbeing of a participant.

**Sufficient Notice:** 2 weeks prior to the start of the program.

### **Expected Outcome**

All program participants have a safe and enjoyable experience.

Policy update: April 2019

## Implementation

### **Guardians of Persons Requiring medication administration and/or Health Care provisions: Parents**

- Complete and sign a Medications Administration and Health Care Provision Form.
- Always have someone available as a contact person in case of an emergency.
- Supply the required dose of medicine in the original container with the Pharmacy Label along with a measured dispensing tool. (i.e.: cup, spoon, dropper, etc.).
- Non-prescribed drugs, commonly known as over-the counter medications, will not be dispensed by HRM Staff unless they are prescribed by a doctor and labeled by a pharmacy.
- Daily, the parent/guardian is to bring the medication directly to the Program Staff. Minor participants are not permitted to carry the medication except for: Epi Pens which are to remain on their person.
- At the end of the day the parent/guardian is to collect the medication from the Program Staff.
- The parent or guardian must assume an appropriate level of personal responsibility for medication administration/health care of their child.
- The parent/guardian must provide the Community Recreation Coordinator, Aquatics Leisure Specialist and/or Community Outdoor Recreation Coordinator with at least two weeks' notice if the provision of health care is required for the participant for the duration of the program.
- The parent/guardian must sign their child's medication in and out each day as they drop it off and pick it up from Program Staff. Parent/ Guardian is responsible for providing a personal care kit which includes, but not limited to necessary personal care items such as; gloves, diapers, change pad and wipes.