



Kids Ministry Administration of Medication Policy

Purpose

To make sure we uphold the integrity of security and safety within Kids Ministry to the highest level. We work to create an environment where adults feel confident in dropping off and picking up their kids and where kids feel safe to be in the space. To best safeguard our Kids Ministry environments, we've created the following policy regarding administration of medication.

Overview

We strive to provide a safe environment for kids by being aware of any medical conditions they may have. This includes, but is not limited to, medical needs that may require administration of rescue (or emergency) medication such as: allergies, asthma, diabetes or epilepsy. This policy seeks to provide clear steps for accepting, administering and returning medication.

Examples of rescue medications are: EpiPen's, inhalers, insulin or seizure-rescue medicines.

Staff and volunteers will not administer over-the-counter or prescribed medications that are not rescue related.

Accepting Medication

Once it has been identified that a rescue medication will be left with staff/volunteers during service:

1. The parent/caregiver completes the Authorization for Administration of Medication form
 - a. These are bright pink forms
 - b. Can be found in each classroom
2. Verify form has been completed fully
3. Verify medication is properly and clearly labeled with:
 - a. The kid's first and last name
 - b. The dosage of the medication
 - c. The expiration date (we will not accept expired medications)
 - d. Proper dosing and administration instructions
4. Place the completed form, along with the medication, in a Ziploc bag
5. Affix a Medication Label to the outside of the Ziploc bag. Fill in the information with a sharpie:
 - a. Kid's full name
 - b. 3-digit security code
 - c. Adult's name
 - d. Adult's phone number
6. Ziploc bag and its contents should be given to your Team Lead/Director
7. Team Leads/Directors should double-check the outside of the Ziploc bag to ensure pertinent information is listed. Bag should then be placed in the Medication Bin in the workroom closest to the classroom the kid is checked in to.
8. A "Medication" sticker (bright pink) should be placed near the kid's nametag. This is our visual cue that we have rescue medication for them.



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Note: If a family takes the rescue medication to service with them, please ensure a AAM form is still completed so that we have a cell phone number to reach the parent/caregiver in the event of an emergency. It is imperative we know what to watch for that would require an emergency medication be administered.

Ask the parent/caregiver to watch their phone and/or side screens should we need to page them during service.

Administration of Medication

Kids Ministries Staff and Volunteers are not professional medical personnel.

However, CPR and First Aid training, including administration of EpiPen's and other rescue medications, has been given to our facilities team.

1. If a medication must be administered, have your Team Lead/Director radio the facilities team. They are our 1st line of defense as they are also the first to respond in the event of an emergency in the auditorium.
2. In the meantime, please have your Team Lead/Director retrieve the respective Ziploc bag from the Medication Bin in the workroom.
3. Verify parent/caregiver permission to administer medication.
4. Rescue medication may be administered by a facilities staff member. If no trained individual is available, the medication will not be administered until one is present.
5. 911 will be called.
6. The parent/caregiver will be paged or called by cell phone number.

Returning Medication

All medication left for a service should be retrieved from the Medication Bin prior to parent pick-up and returned to the classroom the kid is checked in to. Medication will be checked by an adult volunteer in the same manner a parent and child tag are checked. Once the information has been verified, medication may be returned to the parent/caregiver.