



City of Ojai Recreation Department

Parent/Guardian Notification of Procedures for the Administration of Medicine During Recreation Program Hours

Dear Parent/Guardian,

Administration of medication will be provided only if it is necessary during Recreation program hours to enable a child to attend the Recreation program.

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. **Medications, both prescription and over the counter**, must be given to the Recreation Coordinator in charge of the Recreation Program, only when it is deemed absolutely necessary by the authorized health care provider that the medication be given to a participant during any Recreation program hours.

The City employee who will be administrating the required medication may not be medically trained and this service will be provided only when it does not require extensive amounts of time to administer medication or require a physician/registered nurse to be present to administer medication.

The Parent/Guardian is urged, with the help of the participant's authorized health care provider, to produce a schedule that provides for the administration of medication at home whenever possible.

Each Requirement Below Must Be Met Before Administrating Medication to a Participant During Recreation Program Hours

1. The **Parent/Guardian Request for Administration of Medication** must be fully completed, including the Participant's name, parent or guardian signature, work, cell and home telephone numbers.
2. The "**Physician Request for Administration of Medication**" must be fully completed including physician's name/signature, participant's name, the reason for medication, the medication name, dose, time, side effects and instructions for emergency care.
3. Medication must be delivered to the Recreation Department (Program) in which your child is participating by the parent, guardian or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. Any tablets requiring partials doses (1/2 or 1/4) must be furnished already divided (cut).
7. A separate form is required for each medication.

Whenever there is a change in medication, dosage, time or route a new form must be completed.

Note: Please discuss your authorized health care provider's instructions with your child, so that they are aware of the time medication is due. The City of Ojai does not offer over the counter drugs to any participant.

This request is valid for a maximum of one year