

**University of Louisiana at Lafayette**  
**Administration of Medication to Minors Participating in Youth Programs**

**A. Overview**

As used herein, “Youth Program” refers to any program, event, activity, or endeavor that is (1) designed to serve minors; (2) offered by Athletics or various academic or administrative units of the University; or by student organizations or other University-affiliated organizations; or by External Entities using University facilities; (3) which is not offered for traditional University academic credit or as part of an enrolled University student’s academic program; and (4) during which Authorized Guardians are not expected to be responsible for care, custody, and control of the Minors (e.g., workshops, sport camps, academic camps, conferences, pre-enrollment visits, 4-H or Cooperative Extension programs, and similar activities).

Except as set forth herein, no minors may possess or administer any prescription or over the counter medication at any time during the Youth Program.

Medication, as used herein, shall refer to any prescription medication, sample medication, herbal remedy, vitamin, nutraceutical, vaccine, or over-the-counter drug; diagnostic and/or contrast agent used on or administered to persons to diagnose, treat, or prevent disease or other abnormal conditions; radioactive medications, respiratory therapy treatments, parenteral nutrition, blood derivatives, and intravenous solutions (plain, with electrolytes and/or drugs); and any product designated by the Food and Drug Administration (FDA) as a drug. This definition does not include enteral nutrition solutions (which are considered food products), oxygen, and other medical gases.

Medication, as used herein, is not first aid. First aid includes any one-time treatment of minor injuries such as, cuts, scratches, first degree burns and splinters. Ointments, salves, antiseptics, and dressings to minor injuries are considered to be first aid.

**B. Authorized Administration of Medications.**

1. Administration of medications to minors participating in a Youth Program and staying overnight in a University dormitory or residential unit shall only be by the Youth Program Authorized Staff member assigned to administer medications.
2. Any administration of medications outside a University dormitory shall be by a Youth Program Authorized Staff member or EMS.
3. When not in use, all medications shall be locked up (e.g., in a secured location, such as a Youth Program Authorized Staff member room or in a safe designated By the Camp Administrator.

**C. Medication may only be administered to a Minor with the following:**

1. For prescription medication: a completed medication order from a physician or dentist (or any other authorized prescriber) licensed to practice in the state of Louisiana or an adjacent state.
2. For both prescription and over the counter medication: the parent or legal guardian must provide a letter of request and authorization that includes the following:
  - a. Minor's full name;
  - b. Minor's diagnosis;
  - c. Name of medication, amount of each prescribed dose, and time of required dose administration;
  - d. Route of medication and reason for use of medication;
  - e. Written statement of the specific desired effects and potential adverse effects of the medication;
  - f. Name and signature of the physician/dentist/other authorized prescriber (if applicable); and
  - g. Business address, office phone number, and emergency phone numbers of the physician/dentist/other authorized prescriber (if applicable).

**D. Prescribed medication shall be provided to the Youth Program Authorized Staff by the parent/legal guardian in its original container or packaging and shall include the following:**

1. Name of pharmacy;
2. Address and telephone of pharmacy;
3. Prescription number;
4. Date dispensed;
5. Name of minor;
6. Clear directions for use, route of administration, frequency of administration, etc.;
7. Drug name and strength;
8. Last name of pharmacist;
9. Cautionary auxiliary labels and packaging inserts, if applicable; and
10. Name of physician/dentist/other authorized prescriber.

**E. Prepackaged medications that are over-the-counter (e.g., Benadryl, Advil, lotions for eczema, etc.) can be dispensed if the following are provided:**

1. Drug is in its original packaging;
2. Drug name;
3. Dosage form;
4. Dosage strength;
5. Quantity of drug;
6. Name of manufacturer and/or distributor;
7. Manufacturer's lot or batch number;
8. Packaging inserts regarding benefits and adverse reactions; and
9. Parent's/legal guardian's instructions for reason and use of over-the-counter medication.

**F. A minor's self-medication and possession of a prescribed drug or medical device may occur in circumstances of diagnoses of asthma, diabetes, epilepsy, allergic reactions, etc. The minor's parent or legal guardian must provide the following:**

1. Written authorization that the minor may carry and self-administer such prescribed medications (e.g., inhalers, self-injected epinephrine, insulin, anti-epileptic, etc.).
2. Written documentation from a licensed medical physician (or other authorized prescriber in the state of Louisiana or an adjacent state) about the medication or device, the minor's diagnosis, and the medication treatment plan.
  - a. The minor's treatment plan shall include:
    - i. The name, purpose, and prescribed dosage of the medication to be self-administered;
    - ii. The frequency and/or time(s) the medication(s) is (are) to be regularly administered and under what additional special circumstances the medications ought to be administered;
    - iii. The duration of treatment; and
    - iv. The treatment plan must be signed by the minor, the minor's parent or legal guardian, and the prescribing physician/person authorized to prescribe. It should be indicated that the minor understands their condition, can self-administer their medication(s), and can self-

manage their condition (e.g. test blood sugar glucose level at prescribed times based on treatment plan).

- G.** All medications (both prescription and over the counter) which have not been authorized to be carried on a minor's person are to be handed over to Authorized Staff only by the parent or legal guardian of the minor at the time of check-in prior to the start of the Youth Program or when delivering the minor back into the care of the Youth Program Authorized Staff after a medical visit.
- H.** The Youth Program Director or Authorized Staff shall document each administration of medication(s) to each minor on a log sheet, including those medications which are self-administered.
- I.** The minor should take the medication in the presence of the person administering it and be observed by Youth Program Authorized Staff for forty-five (45) minutes following administration for adverse effects. This observation may be performed in class during instruction hours or during a Youth Program activity.
- J.** Unused medication(s) will be returned to the parent or legal guardian of that minor on completion of the Youth Program or upon exiting the Youth Program for other reasons.
- K.** The Youth Program Authorized Staff and designated Housing official are not allowed to administer narcotics of any kind. Minors using narcotics may not participate in the Youth Program if any medication they are taking causes them to display behavior that would be detrimental to their ability to participate safely in program activities.
- L.** Minor confidentiality is of utmost important to the Youth Program Authorized Staff. All minor information shall be kept confidential.