



555 W Bryn Mawr Ave
Roselle, IL 60172
630-894-4200
rparks.org

Medication Dispensing/Administration Information and Process for Parents and Legal Guardians

Thanks for choosing the Roselle Park District for childcare. We make reasonable accommodations in our programs and camps for individuals with disabilities, including staff dispensing or administering medication in appropriate instances. All requests for medication dispensing or administration will be evaluated on a case-by-case basis by the Roselle Park District.

With respect to medication dispensing or administration, we will use the process below. If you should have any questions regarding the process, please feel free to contact our Superintendent of Recreation or our ADA Compliance Officer.

Parental Procedures and Responsibilities:

Whenever possible, medications should be dispensed or administered by parents or guardians before or after programs and camps. Please note that Roselle Park District does not have medical providers (e.g., licensed medical professionals such as doctors, nurses, etc.) on staff. In some circumstances, the administration of medication cannot be performed by Roselle Park District staff because of specific and /or complex physician or manufacturer instructions, because a request requires medical diagnosis or judgment from our lay staff, and/or because the medication requires invasive procedures.

Your request for medication dispensing/administration will be reviewed on a case-by-case basis and assigned staff will follow-up with you regarding any questions or regarding any requests that cannot be accommodated, including providing you with the reasons the request(s) cannot be accommodated.

If there is a need for the dispensing/administration of medication during a minor's participation in a District childcare program, the parent/guardian **must**:

1. Complete the following forms on the electronic portal (ePACT), by printing the forms from the rparks.org website, or hard copies can be picked up at the front desk (i.e., at the Clauss Recreation Center). For the Roselle Park District to analyze your request for the dispensing or administration of medication, the following forms must be filled out and submitted:
 - Participation Information Form
 - Medication Information Form
 - Permission to Dispense/Administer Medication and Waiver of All Claims Form
 - Allergy Action Plan (if applicable)
 - Waiver and Release of All claims for Self- Administration of Inhaler or Auto Injector (if applicable). Please note: This form is only filled out and submitted when parents/guardians are making a request that their child be allowed to carry an inhaler or auto-injector with themselves and self-administer to themselves as needed.
2. Submit forms on ePACT or deliver forms during office hours to the Front Desk at Clauss Recreation Center. If delivered in person, confirmation of receipt of forms will be sent via phone call or email to parent or guardian by appropriate program/camp supervisor.

If you have questions or need further assistance, please reach out to the District's ADA Compliance Officer or the Superintendent of Recreation at (630) 894-4200.



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3. Please allow for at least three (3) business days for forms to be processed. With more complex requests for medication dispensing or administration, we ask that you make the request as soon as possible after registration to give the Park District time to engage in an interactive process with you if more information, documentation, and/or staff training is needed.
4. If the participant has Allergy Action Plan on file, the Roselle Park District staff supervisor will call the parent or guardian to formalize the plan. If the participant has a moderate to severe allergy but no Allergy Action Plan on file, the parent/guardian will need to complete the Allergy Action Plan and submit it to the Park District, at which point the Roselle Park District staff supervisor will call the parent or guardian to formalize the plan.
5. Medication must be brought to the Roselle Park District in the original prescription bottle or in clearly marked containers, which include the participant's name, medication name, dosage, any related requirements (e.g., the medication should be taken with food, or kept in a refrigerator, etc.), and time of day the medication is to be given. Medication must be dropped off at the Clauss Recreation Center or the participant's designated program site prior to the first day of the program or be brought the first day of participation. The following is a list of designated staff to drop-off medication to:
 - Camp: Camp Coordinator or Recreation Supervisor in charge of Camp
 - Preschool: Preschool Teacher or Recreation Supervisor in charge of Preschool
 - Club Kids: Club Kids Lead, Club Kids Liaison or Recreation Supervisor in charge of Club Kids

Please note: If you are requesting Park District staff to assist in the administration of a medication and/or to carry a medication on behalf of a participant, you will be required to drop the medication off at the Clauss Recreation Center or the participant's designated program site, and the medication will be kept by the Roselle Park District for the duration of the program.

6. Advise the Roselle Park District in writing, of any specific instructions regarding the dispensing, administration or storage of medication.
7. All applicable medication forms must be completed for each program / camp season.
8. Unused medication will be returned to the participants' parents/guardians at the end of the program or camp.
9. Requests for changes to a particular participant's medications and/or medication dispensing/administration process need to be submitted in writing to the appropriate program/camp supervisor.
10. If you have any questions about this process or specific medication needs, please contact the District's ADA Compliance Officer or the Superintendent of Recreation at (630) 894-4200.

If you have questions or need further assistance, please reach out to the District's ADA Compliance Officer or the Superintendent of Recreation at (630) 894-4200.