

BROYHILL YOUTH RETREAT MEDICATION POLICY



In order to provide a safe experience for everyone at BYR, our insurance provider requires us to collect, store, and safely distribute all prescription and over-the-counter medications (except vitamin supplements) that students bring to our conferences. To comply with this regulation, BYR has the following medication policy:

We have single-dose packets of Tylenol, Ibuprofen, Tums, Benadryl, and Pepto Bismol available –do not bring these medications.

BYR staff will *collect* all medication from delegates during on-site registration. We will verify the medication listed on your application with the medication you bring.

Please notify us at info@broyhill-leadership.org to make changes to your submitted medication list or to notify us of any special handling instructions, such as refrigeration.

BYR staff will lock and *secure* all medications throughout the conference.

BYR staff will *distribute* medications at breakfast (7:30), lunch (12:00), afternoon (3:00), dinner (5:00), and evening snack (10:00).

Packaging guidelines:

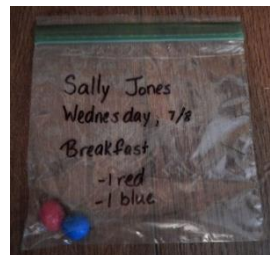
- **All medication taken on a regular schedule** must be divided by dosing time, out of the original bottles or pill packs. Individual doses (which may include one or more different medications) should be placed into separate plastic sandwich-size zipper bags. Each bag must be labeled with the following:
 1. Delegate's first and last name
 2. Day, date, and delivery time for the included dose (i.e. Tuesday, 6/25 - Breakfast)
 3. Name and dosage of all medication included in that single dose (i.e. Adderall 5 mg and Zyrtec D 5/120 mg)(This individual dose packaging can be done by some pharmacies - request multi-dose strip packaging).
- **Inhalers** (Prescription or over-the-counter) should have the original label attached and include the student's full name. Delegates may keep these on their person. Tell Staff at registration that you have your inhaler with you.
- **Epi-Pens** should have the original label attached and include the student's full name. Delegates may keep these on their person. Tell Staff at registration that you have your inhaler with you and where you plan to keep it.
- **Liquid or powder medications**, in the original bottle, should be placed inside a plastic zippered bag. On the outside of the bag, write the student's full name as well as the dosing time and amount. Provide a dosing cup that shows accurate measuring lines. Over-the-counter medications must be clearly labeled with student's first and last name on the bottle itself. Prescription medications should include the original prescription label.
- **Medication taken only as needed** (PRN) should be placed inside a plastic zippered bag. If a student takes more than one PRN medication, place all the PRN medications in the same plastic zippered bag. On the outside of the bag, write "PRN" along with the student's full name and the names of all medication included in the bag.

For safety in transportation, you may bring one dose of each medication in its original prescription bottle.

EXAMPLE FOR PACKAGING A STUDENT'S MEDICATION

A student named Sally Jones takes 1 red and 1 blue tablet each morning with her breakfast. She takes 1 red and 2 green tablets each night before bed.

She would package and label one dose of her morning medications like this:
She will bring 3 packages of her morning medication to BYR.



Next, she would package and label her bedtime medication like this:
She will bring 3 packages of her bedtime medication to BYR.



In all, Sally will bring 6 packages of medication to BYR.

**Note: This example was created using colored candy for visibility. Please label the bags with the actual name of your medication, not the color of the tablets.*