

Questions and Answers for Use of Medications During a HOBY Event

1. Why are we collecting prescription medications?

HOBY is committed to ensuring the health and well being of every participant attending a HOBY event. This policy safeguards against participants sharing, misusing or selling prescription medication to other participants attending the event. In order to safely and effectively accomplish this, HOBY will collect certain prescription medications from all participants under 21 years of age and will require the appropriate documentation that will allow HOBY to access emergency care for the participant if needed. Because of this, no participant may carry or keep any prescription medications unless they have one of the exceptions listed in question # 5.

2. What is prescription medication?

Any medication prescribed by a doctor or other medical professional. This includes any ingestible or topical medication such as anti-depressants, birth control pills, prescription acne medication, etc. This does not include any over-the-counter medications such as Ibuprofen.

3. Volunteers may not dispense medications. What does that mean?

HOBY Volunteers will not "hand out" prescription medications - only store medications. Participants are responsible for picking up their medications from HOBY as needed.

4. Does this policy apply to all Alumni and CLeW events?

This policy for use of medications applies to all HOBY events including the World Leadership Congress, Leadership Seminars, Alumni Excursions, Alumni Reunions and CLeWs.

5. What prescription medications can a HOBY participant keep in his or her possession?

Participants must disclose all prescription medications they are taking while at a HOBY event, but HOBY will NOT collect the following prescription medications: any asthma medications (inhalers, oral steroids, etc.), birth control pills, acne medication, any topical medications, allergy medications, medications for treatment of diabetes (insulin, etc.) and EpiPens, as well as any other prescription medication required by the doctor to be in their possession at all times.

In addition, participants may keep in their possession, any other prescription medication required by the doctor to be in their possession at all times. A doctor's note must be completed and on file for these medications. Participants may keep over-the-counter (OTC) medications in their possessions unless parent/guardian has requested HOBY to collect and store such medications on the Medical History Records Form.

6. What are EpiPens?

EpiPens deliver epinephrine to people with severe allergic emergencies. Epinephrine is often used because it quickly begins to reverse symptoms of an anaphylactic reaction. Allergic reactions may be from foods (e.g. nuts, shellfish, eggs), stings (e.g. bees, wasps, hornets, yellow jackets), environmental items, or products, such as latex.

According to Dey Laboratories, the distributor of the EpiPens®, these devices are a disposable drug delivery system featuring spring activation and a concealed needle. It provides a rapid, convenient dose of epinephrine for individuals needing protection from potentially fatal allergic reactions. Users of the medication are able to self-administer this drug. Use of epinephrine will give time for the patient to get to the emergency room for further treatment.

7. Who should collect, store and document prescription medications?

A volunteer doctor, medical professional, emergency medical technician, or other dedicated volunteer 21 or older will need to be available during check in to collect medications and throughout the seminar to supervise the participants when they pick up their medication. The HOBY volunteer will check the pre-seminar Medical History Records Form in advance of the seminar to familiarize himself/herself with who is bringing what medications to the HOBY event. If you have a large number of participants, HOBY recommends that you have several volunteers serving in shifts dedicated to supervising the Medications Room and documenting the participant's picking up of medications.

8. How should the collection of prescription medications be handled?

Each participant must bring all prescription medications to the HOBY "Check-In" at the beginning of the event in the original prescription bottle, properly labeled by a registered pharmacist, including medications that will remain in the participant's possession. A doctor's note must accompany all prescription medications. For participants with more than one medication, each doctor must provide a note to accompany the prescriptions he/she has prescribed. These requirements have been provided to participants in the Medical History Records Form and Policy for Use of Medication During a HOBY Event form in the pre-seminar materials. Participants may consider the use of prescription medication a private matter, therefore, if space permits, we recommend you provide a private room or area close to the "Check In" to collect medications.

HOBY suggests that large clear baggies be used to collect prescription medications, one baggie per participant. Once the participant checks in with his/her medications, the volunteer will check the Medical History Records Form to ensure that the medications on the Form coincide with what the participant brought and that the participant has a physician's note for each medication. The participant then drops medication(s) into the bag along with the doctor's note on each, the bag is to be sealed and a strip of white tape used as a label on the front where the participant's full name shall be placed. HOBY suggests that the bag be color coded for ease in locating later – use a blue marker to identify male participants (last name first for ease in storing alphabetically) and red marker for female participants. We also suggest that you list the HOBY group name or group number on the bag and bus # for fieldtrips or any additional coding you will need for your site.

All baggies must then be stored in a secured locked area (see specifications in item #11).

9. Why is a doctor's note needed?

HOBY's general counsel advises that this practice provides HOBY volunteers and staff maximized protection against the misuse of medications. In place of a doctor's note, participants may use the new Physician Medication Verification Form found at HOBY Online Volunteer Resources <https://reg.hoby.org/amonline/common/MedicationVerificationFormforPhysicians.doc> for ease in obtaining all needed information from the doctor.

10. What is the recommended process after all prescription medications have been collected?

HOBY recommends that the Medications Room be a stationery place and the location and suggested hours of pick-up be posted and communicated to all participants at "Check-In" and during the Opening Ceremony. The Medication Room must be open and available for participants to access medications 24/7; however, communications should encourage participants to access their medications during meal times and before bed time. When a participant arrives at the medications room, a volunteer or medical professional will provide the participant's baggie to the participant and supervise the participant as he/she takes out his/her own medication, and puts the medication back in to the baggie storage area. The volunteer or

medical professional will then document on HOBY's Medical Treatment Log the date, time and medication taken. The Medical Treatment Log has been revised, found on HOBY Online Volunteer Resources <https://reg.hoby.org/amonline/common/MedicalTreatmentLog.doc>. When the participant "Checks Out" from the HOBY event, all prescription medications must be given back to the participant. The Medical History Records Forms and the Medical Treatment Log must be held for 6 months and then the Forms and Log must be destroyed.

11. What constitutes a locked facility for storing medications?

The medications will need to be stored in a locked container or cabinet, or stored in a room with a door that is kept locked throughout the day and night. Only the designated volunteers or medical professionals will have a key/combination to the locked area.

12. What if certain medications need to be kept in a temperature-controlled environment?

Medications can be stored in a refrigerator in a kitchen or in a dorm room as long as a door leading to the refrigerator is locked. If no refrigerator is available or the participant is off site all day at a field trip, medication may be stored in a locked ice chest or cooler.

13. What if medication is needed and the seminar includes a field trip or off-site community service project?

If off-site for a day, participants can be encouraged to pick up the amount of medications needed for the day early in the morning before departure.

14. What if a student does not bring a doctor's note for his/her prescription medication(s) listed on the Medical History Records Form?

As with all other required seminar forms, if the participant arrives without the appropriate signed forms and doctor's note or Physician Medication Verification Form for prescription medications listed on the Medical History Records Form, the participant will not be able to participate in the HOBY event and will be sent home. If the participant does not bring a doctor's note but one can be immediately obtained or faxed from the doctor's office, the participant may stay at the event.

15. What if the participant claims during the "Check In" that they are no longer using the prescription medication listed on their Medical History Records Form?

The HOBY volunteer will contact the parent and if the parent confirms the statement, the volunteer will note on the Medical History Records Form that medication is no longer being used and the date and time discussed with parent. If the parent does not confirm the participant's statement, then the volunteer/staff should note this in the "Medical Treatment and Medication Log" and then follow the steps identified in #14.

The same is true for a situation where a participant is found to have prescription medication in their possession but it is not listed on the Medical History Records Form. The HOBY volunteer will immediately contact the parent to obtain a doctor's note for the medication and collect the medication. If the doctor's note is not secured, then the student will be asked to leave the HOBY event.

16. What if the participant turns in something that is obviously a substitute (like aspirin) in order to prevent them from having to check in each day?

Again, HOBY volunteers are required to check the Medical History Records Form and verify that the collected medication is listed on the Form and accompanied by a doctor's note. Volunteers do not have the medical experience and should not be opening up bottles or containers to verify what is inside. We trust that the Policy is being followed.

17. If a participant does not come to get their medication and the volunteer or medic team knows this is a more serious drug that could alter the participant's behavior if not taken, what should be done?

HOB Y Volunteers will not "hand out" medications - only store medications. The participant is fully responsible for taking medications at the prescribed times and HOB Y volunteers are not to schedule or remind participants to take medications. By the parent/guardian signing the Medical History Records Forms, they are agreeing that HOB Y staff, volunteers and HOB Y, as an organization, are not responsible if the participant fails to present themselves at the announced places/times to take the specified medications.

18. Can volunteer medical professionals and medics carry OTC medication and dispense?

The Medical History Records Form signed by a participant's parent or legal guardian now lists common over-the-counter medications and requires that the parent or guardian identify which medications they grant HOB Y volunteers permission to administer.

19. What is the requirement for collection of prescription medications from volunteer staff and junior staff who work the HOB Y events?

Since HOB Y adult volunteers have their own rooms which are locked during the day, they may keep possession of their own medications. Junior Staff, under the age of 21, will need to fill out the appropriate paperwork and store their prescription medications and doctor's note in the Medication Room.

20. What if the stored medications become damaged during the event? Who is responsible for the replacement of the medication?

HOB Y is not responsible for any liability arising out of the storage of the medications. If the medications do become damaged for any reason, the participant/parent/guardian will need to make the appropriate arrangements through the doctor's office to call in a replacement prescription at the participant's cost.

In the event of a power outage, volunteers and staff must make arrangements to maintain the integrity of medications that require refrigeration. Medications should not be kept where labels could get wet or become ruined.

21. What type of coverage does HOB Y have on its volunteers?

HOB Y purchases annual general liability insurance coverage to ensure that all activities run in HOB Y's name are adequately covered. The purpose of this coverage is to indemnify against loss, injury or illness occurring during the planning or execution of any authorized HOB Y events for which staff and volunteers might be considered responsible or negligent. As long as HOB Y's policies are followed, a volunteer is covered by HOB Y's general liability insurance policy.

22. Who should keep medications during a HOB Y event such as WLC—Facilitators or Section Leaders?

A volunteer doctor, medical professional, emergency medical technician, or other dedicated volunteer 21 or older will need to be available during check in to collect medications and be available throughout the seminar to supervise the participant's access of medication and the documentation of access. Depending upon the event size, we recommend 1 - 5 volunteers being responsible for the Medication Room which is allowing for shift changes, etc. Due to the demanding roles of Facilitators and Section Leaders at the WLC, HOB Y asks that specified volunteer(s) or a medic team be responsible for this important role.

23. Are we going to send an out-of-state or international student home if they arrive without a doctor's note for prescription medication?

HOBYS policy is that any prescription medication brought to the event will require a doctor's note. Every effort must be made in advance of the event to communicate HOBYS policy and requirements. If a student arrives without a doctor's note, every effort will be made to get a note faxed to the event from the doctor. If a doctor's note cannot be arranged, the student will be asked to leave.

24. Has HOBYS had any problems in the past when participants retained their prescribed medications?

No, HOBYS has been very fortunate and no issues have come to our attention. However, in light of the increased use of prescribed medications among today's youth, it is imperative that all levels within the HOBYS organization plan carefully to reduce the risk of injury, illness and liability for real or alleged actions and any action that could lead to liability claims.

Please contact your Director of National Programs if you have any further questions about this policy.