

**Al-Anon Family Groups of Georgia, Inc. (AFGG)**  
**Guidelines for Medication Administration by a Designated Medical Administrator**

**I. Medication Defined**

The definition of medication includes prescriptions, over the counter, CBD oil and all substances a person might use to maintain and/or improve their health (e.g., herbals, supplements, and other remedies).

**II. General Medication Guidelines**

If an Alateen attends an Area Event (“Event”) during which he/she may need to take medication, a Designated Medical Administrator (DMA) will store and administer such medication during the Event, in accordance with these Guidelines. A DMA is a health care professional licensed to administer medication and hired through an agency.

1. For each Event, the Alateen’s custodial parent/legal guardian must complete a new Medication Authorization Form. Medication Authorization Forms used for prior Events cannot be used.
2. The Alateen’s custodial parent/legal guardian must provide all medication in its original container and – if a prescription – identified as to content, dosage, and Alateen’s name. Al-Anon reserves the right to refuse any medication that is inappropriately packaged or labeled.
3. Except for emergency medication, which is governed by Section IV of these Guidelines, the DMA will securely store all medical forms and medication (complying with special medication storage requirements as necessary).
4. The DMA will maintain a Medication Log for each Alateen, indicating the following information related to each administered medication: Date, Medication, Reason Given, Dose Given, Time, DMA Initials, AMIAS Initials, Alateen Initials, Side Effects/Notes. Each medication entry must be initialed by the Alateen, AMIAS and DMA.
5. If there are any questions, concerns, or uncertainty regarding any medication or the instructions associated therewith, the DMA must immediately contact the custodial parent/legal guardian of the Alateen and document the content of such conversation in the Medication Log.
6. Upon the conclusion of the Event, all unused medication will be returned to the custodial parent/legal guardian of the applicable Alateen. Under no circumstances will a DMA retain possession of any medication after the conclusion of the Event.

**III. Medication Storage**

1. A DMA will store all Alateen medication in a controlled area, either under lock and key or under direct observation. AMIAS are responsible for securely storing their own medication.
  - a. Security is especially important for controlled substances.
  - b. Medication will be accessed only by the DMA involved with medication administration.
  - c. Medication storage accomplishes three purposes:
    - i. Special storage needs, as required (e.g., secure refrigeration, etc.).
    - ii. Preventing access to those for whom it is not intended; and
    - iii. Ensuring appropriate use (and not abuse) of medication by those for whom it is intended.

**IV. Emergency Medications**

1. Medication that may be needed for an emergency or on an urgent basis, including diabetes medication and supplies, may be carried by the Alateen.
2. The custodial parent/legal guardian of such Alateen must inform the accompanying AMIAS of the Alateen’s need to carry emergency medication prior to the start of the Event.
3. When the Alateen arrives at the Event, the DMA should ensure the Alateen has all emergency medication described by the custodial parent/legal guardian.
4. During the Event, the DMA will:
  - a. make note of the emergency medication being carried by the applicable Alateen and AMIAS.
  - b. ensure that such medication is appropriately stored so other people cannot access it; and
  - c. ensure that such medication is used appropriately by the Alateen.
5. The Alateen must notify the accompanying AMIAS immediately upon self-administering emergency medication. The Alateen and AMIAS will together immediately notify the DMA.
6. An AMIAS must notify the DMA immediately upon self-administering emergency medication.
7. An AMIAS will not administer medication to an Alateen except in life-saving situations when the DMA is not nearby.
8. Upon notice that an Alateen self-administered emergency medication, the DMA will promptly notify the Alateen’s custodial parent/legal guardian and ask the parent/guardian if they would like the Alateen evaluated/treated by a health care provider.

9. The DMA will note in the Medication Log that the emergency medication was self-administered and the content of the conversation with the Alateen's custodial parent/legal guardian.

#### **V. Procedure Before the Start of the Event**

1. The custodial parent/legal guardian of the Alateen must provide to the accompanying AMIAS all medication that a DMA is authorized to administer to the Alateen during the Event.
2. Packing and Labeling Medication:
  - a. All medication must be provided in its original container, with the Alateen's name and dosage information listed if appropriate.
    - i. If a prescription label is missing or placed on an external package, the internal item (such as a tube or inhaler) should be, at a minimum, labeled with the Alateen's name, medication name, expiration date, and directions for use.
    - ii. All over-the-counter medication should be packed in the original container.
    - iii. Under no circumstances will the accompanying AMIAS accept loose pills, tablets, capsules, etc. that are not in the original container. The DMA will not store or administer loose pills, tablets, capsules, etc. that are not in the original container.
  - b. A complete and signed copy of the Medication Authorization Form must be provided. Include notes of pre-event medication discussion with the accompanying AMIAS.
  - c. All of the above-listed items should be placed into a sealable plastic bag and labeled with the Alateen's name and Event date(s).
  - d. Medication that is not properly packaged and labeled will not be accepted.
3. The accompanying AMIAS will be responsible for confirming the following information prior to the start of the Event:
  - a. The completeness of the Medication Authorization Form.
  - b. The information set forth on the medication label (e.g., Medical Condition/Symptoms, Name of Medication, Expiration Date, Dosage, When and How Often Dose is Administered, Side Effects, and Special Storage Requirements) matches that set forth on the Medication Authorization Form.
  - c. The number/amount of medication is sufficient for the entire duration of the Event; and
  - d. Whether any medication must be specially stored (e.g., refrigerated) and whether such storage requirements can be complied with during the Event.
4. At the start of the Event, the accompanying AMIAS who completed the procedures set forth in this Section V will inform all necessary AMIAS of any emergency medication needs of the Alateen(s) for whom they are responsible, and the DMA of all medication needs of the Alateen(s) for whom they are responsible.

#### **VI. Incident/Illness During the Event**

1. Should an Alateen become ill, have a health incident, or sustain an injury during the event, they are to be taken immediately to the DMA for evaluation. If there is extreme difficulty breathing or a significant, life-threatening injury, 911 can be called by anyone. If 911 is called, notify the AI-Anon member in charge of the Event to facilitate EMS finding the Alateen and the DMA.
2. The DMA is to call the Alateen's custodial parent/legal guardian, inform them of the situation and take appropriate action per the custodial parent/legal guardian's instructions.
3. If unable to reach the custodial parent/legal guardian, the DMA is to determine if the Alateen needs to go to urgent or emergency care. If it is believed urgent care is needed but an ambulance is not, the accompanying AMIAS is to transport the Alateen to the closest facility taking the teen's Health History Form with them. The AMIAS is to keep the DMA apprised of the situation and bring back any medical documents provided by the urgent care facility. The DMA is to keep any medical documents with the teen's forms.
4. The DMA is to carefully record on the Medication Log (using the back if necessary) all actions taken, the Alateen's current status, and the content of the conversation with the Alateen's custodial parent/legal guardian.
5. An AFGG Incident/Illness Notification Form should be completed immediately by the DMA and submitted to the Event Registration Chair, including the name of the Alateen, custodial parent/legal guardian name and phone number, and a description of what occurred, who was notified, and what remedial actions were taken.

#### **VII. Distribution and Adherence**

1. These Guidelines will be provided to Alateens, their custodial parents/legal guardians, AMIAS, DMA, the Event Chair, and all other relevant persons.
2. The DMA should:
  - a. Have open lines of communication among all involved AMIAS and Alateens while maintaining and protecting the Alateen's health information; and
  - b. Strictly adhere to the procedures set forth in these Guidelines.