



Cosumnes Community Services District Parks & Recreation Department

9355 E. Stockton Blvd. Suite 185
Elk Grove, CA 95624
(916) 405-5300

ADMINISTRATION OF MEDICATION FOR PARTICIPANTS

Dear Parent,

The following information is designed to help you and your son/daughter comply with the Cosumnes Community Services District Policy and Procedures in relation to the Administration of Medication during CSD Youth Development programs, including Kid Central and Teens Services programs.

1. No medication (prescription or non-prescription including aspirin, cough drops, etc.) will be dispensed to students or allowed at any Youth Development, Kid Central, or Teen program without the appropriate form being completed and on file at the Cosumnes Community Services District. If the physician requires a portion of a tablet, pill, etc., be dispensed, **the parent is responsible for dividing the tablet into the prescribed size.**
2. Participants requiring medications during the Kid Central or Teens programs shall be identified to the respective Kid Central or Teens Staff by the parent/guardian and physician. Participants observed by CSD Staff administering unauthorized medications to themselves will be reported to their parent/guardian.
3. The Authorization for Administration of Medication by CCSD Personnel is attached to this letter. If you have questions, please contact the Recreation Coordinator or Recreation Supervisor.
4. All participant **medication must be in the original container clearly labeled with the child's name** and will be kept securely locked in a storage area at the Kid Central site or Teen Center. Participants may not carry medication on their person, although exception may be made for students who need medication for potentially life threatening conditions. Such exceptions require physician, parent, and Recreation Superintendent authorization.
5. If parent, with physician signature, would like child to carry medication on their person and self-administer medication when designated to by a physician, parent must check the appropriate option on the Authorization of Medication form.
5. Parents are required to provide written verification from physician to the Cosumnes Community Services District of any change in the medication or dosage. Physicians may fax form (405-5659) to the Cosumnes Community Services District main office to authorize medication changes.
6. The Authorization for Administration of Medication by CCSD Personnel **must be updated every school year and whenever any changes are made in the treatment plan.**

Kelly Gonzalez
Superintendent
Community Services Division
Cosumnes Community Services District

