Athletic Training

Policy and Procedure for OTC Medication Dispensing

Policy:

Storage and Care

- Medications must be stored and dispensed in manufacturers original packaging.
- Do not use open or torn packages
- Store at room temperature, and avoid excessive heat.
- Monthly inspections of medication should be performed to check for expired drugs, or ripped/torn packages. Medications that have expired or have torn/ripped packages should be discarded.
- OTC medications are to be stored:
    - In the Head Athletic Trainer / Physician office at the DeVos Fieldhouse.
    - In the Luger's Fieldhouse Athletic Training Room office filing cabinet.
    - In the Dow Center Athletic Training Room office.
    - In drawers that can be locked and are not easily accessible to student/athletes.

Procedure:

- OTC medications may be dispensed by an ATC, or ATS (under supervision by ATC).
- OTC medications are only to be taken as recommended on packaging.
- Documentation must include:
    - Athlete's name
    - Date
    - Illness
    - Type of Medication
    - Dosage
    - ATC/ATS initials
    - Serial number of the medication

*Every dose must be documented.
Documentation sheets / cards are found in the DeVos Fieldhouse, Luger's Fieldhouse, and Dow Center Athletic Training Rooms, as well as in the medical kits found at the site of practice or competition.

- When the field / kit cards are full, they are to be compiled with the main logs in the athletic training rooms.