

## **BLC Medication Policy:**

In order to provide a safe experience for everyone at BLC, 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. In order to comply with this regulation, BLC has the following medication policy:

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

BLC staff will *collect* all medication from BLC 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](mailto:info@broyhill-leadership.org) to make changes to your submitted medication list or to notify us of any special handling instructions, such as refrigeration.

BLC staff will lock and *secure* medications throughout the conference.

BLC staff will *distribute* medications at breakfast (7:30), lunch (12:00), dinner (5:00), and evening snack (10:00). Please keep these times in mind as you package and label your medication.

### **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** should be labeled with the student's full name. Over-the-counter inhalers must be clearly labeled with student's first and last name on the unit itself. Prescription inhalers should include the original prescription label.
- **Epi-Pens** should be labeled with the student's full name. Delegates will keep these on their person. Let the Staff person at registration know that the Epi-Pen is with you and where you plan to keep it in case of emergency.
- **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 your safety in transportation, 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 would make a morning dose package for each day she will be at the conference (breakfast on Wednesday, Thursday, Friday, and Saturday).



She would package and label her bedtime medication like this



She would make a bedtime dose package for each day she will be at the conference (bedtime on Tuesday, Wednesday, Thursday, and Friday).



In all, Sally will be bringing 8 labeled and filled bags of medication to BLC.



*\*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.*