

Sports Medicine – OTC and RX Medications

Summary

CSU Athletics policies on the storage, management, and administration of OTC and RX medications to student athletes.

Purpose

To provide guidance on the storage, management, and administration of OTC and RX medications to student athletes.

Policy

Policies and Procedures Over the Counter (OTC) and Prescription (Rx) Medications

PREFACE

The management of prescription and over-the-counter medications is critical to the health, well-being and integrity of Columbus State University (CSU) team physicians, certified athletic trainers, and most importantly student-athletes. This policy is written to assist the CSU Sports Medicine Staff and to ensure the best possible continuity of medical care for all CSU student-athletes by:

Enabling Columbus State University Team Physicians to dispense prescription medications to Columbus State University student-athletes for sport-related injuries and common illnesses at the time of examination, on the field, during practice, during games / contests, or otherwise;

Enabling CSU Sports Medicine Staff personnel to administer over-the-counter medications to CSU student-athletes for sport-related injuries and common illnesses at the time of examination, on the field, during practice, during games / contests, or otherwise;

Allowing CSU student-athletes the convenience of receiving prescription medications from the Team Physician at the time of diagnosis / clinical impression to expedite treatment and rehabilitation;

Ensuring compliance is met in the areas of ordering, receipt, storage, transportation, dispensing, administration, disposal, and record keeping according to Federal and State laws, and guidelines; and

Establishing written procedures to define roles of responsibility, and the methods by which prescription and over-the-counter drugs are ordered, received, stored, dispensed, administered, disposed and recorded.

CSU currently uses Next Software to document administration of OTC's and Rx medications.

POLICY ADMINISTRATION

-Primary responsibility for the Columbus State University (CSU) ***OTC and RX Medication Policy's*** administration shall lie with the CSU Team Physicians.

-Secondary responsibility for the Program shall lie with the Athletic Director- Sports Medicine Staff and other CSU Sports Medicine Staff personnel acting under delegated authority and protocol.

-CSU Team Physicians, in consultation with CSU Sports Medicine Staff and local pharmacists, will determine which prescription and over-the-counter (OTC) medications are to be stored in CSU Sports Medicine Exam Office (*Prescription Drug Formulary*) to ensure the best possible continuity of medical care for all CSU student-athletes.

-The design of the Prescription Drug Formulary is under the responsibility of the CSU Team Physicians and the Athletic Director- Sports Medicine Staff and/or his designee.

-All CSU Team Physicians must be licensed to practice medicine in the State of Georgia and must be currently registered with the Drug Enforcement Agency (DEA).

-According to Federal code, all licensed and unlicensed Columbus State University Sports Medicine Staff personnel involved in the handling and administration of controlled substances are required to notify the Columbus State University Team Physicians of any previous criminal records as they relate to violations of law involving controlled substances. This will be executed through the signing of the ***Security of Personnel*** document by all members of the Columbus State University Sports Medicine Staff Unit on an annual basis.

-The Security of Personnel document will be kept on file in the office of the Athletic Director- Sports Medicine Staff.

-All CSU Team Physicians will sign an ***Agent of Record Statement*** authorizing selected Columbus State University Sports Medicine Staff personnel to act as staff medical assistants to assist with prescription medication medical treatment protocols. This agency will specifically authorize Columbus State University Sports Medicine Staff to assist the team physicians with ordering, receipt, storage, transportation, administration, disposal, and record keeping of OTC and/or prescription drugs. The ***Agent of Record Statement*** will be readily retrievable, renewed and resigned by all parties on an annual basis. An authorized agent cannot delegate his or her responsibilities to any other person for any reason whatsoever.

Columbus State University (CSU) Sports Medicine student-athletes must comply with the CSU Sports Medicine **Policies and Procedures Regarding OTC and Rx Medications**

specifically pertaining to Epinephrine Pens and Asthma Medications by Prescription / Over-The-Counter Drugs. Each student shall give written permission to the authorized Columbus State University Sports Medicine Staff personnel to act as their agent to receive, store, and administer prescription/OTC medications prescribed for the athlete on their behalf. This document (***Prescription Release Form***) will be signed on an annual basis.

A copy of the Prescription Release Form will be:

Maintained with pertinent travel documents by CSU Sports Medicine Staff personnel; and Filed within the CSU Sports Medicine Athletic Training Room.

If requested, the Columbus State University Team Physician and/or the Athletic Director- Sports Medicine Staff and/or his/her designee will provide a copy of the Columbus State University Prescription / Over-The-Counter Drug Program Policies & Procedures free of charge.

STORAGE OF MEDICATIONS

All OTC medications are to be stored in the Athletic Training Room Lumpkin Center Rm. 124 in a secured locked cabinet. Only the Sports Medicine staff will have keys available and access to these cabinets.

UNSECURED MEDICATIONS

All Columbus State University Team Physicians will sign an **Unsecured Medication Exception List** document that authorizes the storage of certain prescription drugs outside of the secured medical cabinet in the Columbus State University Athletic Training Room Lumpkin Center Rm. 124

The Unsecured Medication Exception List document is readily available, reviewed, and re-signed by all parties on an annual basis.

Only Columbus State University Sports Medicine Staff, as delineated in the signed agent of record, are authorized to administer unsecured medications as per orders from the Columbus State University Team Physician.

All unsecured medications shall be stored in a designated locked cabinet within the Athletic Training Room and/or a Portable Medical Treatment Kit.

Whenever an unsecured medication is administered by Columbus State University Sports Medicine staff, a written patient note and/or a computerized injury/maintenance record should be generated.

SPECIFIC PROTOCAOL REGARDING UNSECURED MEDICATIONS

Asthma Medication Metered Dose Inhalers (MDI):

- Only Columbus State University certified athletic trainers are authorized to carry and/or administer asthma medication metered dose inhaler (MDI) as per the standing orders established by Columbus State University Team Physicians.
- Asthma medication metered dose inhalers are to be properly stored in portable medical treatment kits and/or fanny packs.
- Whenever an asthma medication metered dose inhaler is dispensed by a Team Physician, a written patient note and/or a computerized injury / maintenance record note should be generated.
- In addition, each dispensation shall be recorded electronically into the Sportsware Medication Tracking Program and on the Physician's Office Prescription Drug Log as to the name of the patient, the name of the prescribing physician, the name, strength, and quantity of the medication, the affected body part, the initials of the recording Columbus State University Sports Medicine staff member, and the date of the activity.
- Whenever an asthma medication metered dose inhaler is administered by Columbus State University Sports Medicine personnel, a written patient note and/or a computerized injury / maintenance record note should be generated.

Epipen Auto-Injectors:

- Only Columbus State University certified athletic trainers are authorized to carry and/or administer an Epicene Auto-Injector as per the standing orders established by Columbus State University Team Physicians.
- Epicene Auto-Injectors are to be properly stored in portable medical treatment kits and/or fanny packs.
- Whenever an Epicene Auto-Injector is dispensed by a Team Physician, a written patient note and/or a computerized injury / maintenance record note should be generated.
- In addition, each dispensation shall be recorded electronically into the Sportsware Medication Tracking Program and on the Physician's Office Prescription Drug Log as to the name of the patient, the name of the prescribing physician, the name, strength, and quantity of the medication, the affected body part, the initials of the recording Columbus State University Sports Medicine staff member, and the date of the activity.
- Whenever an Epicene Auto-Injector is administered by the Columbus State University Sports Medicine personnel, a written patient note and/or a computerized injury / maintenance record note should be generated.

Iontophoresis:

- Only Columbus State University certified athletic trainers are authorized to administer Iontophoresis treatments with approved compounding medications (i.e.: Dexamethasone) as per the orders of the Columbus State University Team Physician.
- All Iontophoresis treatment medications, equipment, and supplies will be stored in a designated locked cabinet within Columbus State University Athletic Training Facilities and/or a Portable Medical Treatment Kit.
- Whenever an Iontophoresis treatment is administered by Columbus State University Sports Medicine personnel, a written patient note and/or a computerized injury / maintenance record note should be generated.

Phonophoresis:

- Only Columbus State University certified athletic trainers are authorized to administer phonophoresis with approved compounding medications as per the orders of the Columbus State University Team Physician.
- All phonophoresis treatment medications, equipment, and supplies will be stored in a designated locked cabinet within Columbus State University Athletic Training Facilities and/or a Portable Medical Treatment Kit.
- Whenever phonophoresis treatment is administered by Columbus State University Sports Medicine personnel, a written patient note and/or a computerized injury / maintenance record note should be generated.

BOR Policy

N/A

Last Update

6/2016

Responsible Authority

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