Template: Administering Medication: Daily Medication

Only staff that has been fully apprised of the student's medical history and information may administer medication.

Keep a daily log of all medications given, to whom, what, when why and how. Make sure all staff that administer medication are all practicing the same protocols of documenting and dispensing. (it is recommended that only a certain number of people are dispensing medication-based on the size of your camp/program.)

1. Document all medication information on check in day, (we recommend using the Medical Release form found on our website, which includes all information gathering, etc.) to include how medication is to be dispensed and in what intervals it may need to be re-filled.
2. The student needs to be made aware of the importance of managing this medication and why a camp or program director will be administering it to them.
3. Store all medication in separate Ziploc bags with the child's name marked in large and clearly written letters.
4. Store medication as is described on the labels; keep in mind some types of medication must be refrigerated. (Please see your conference coordinator to obtain a refrigerator for this purpose for your office)
5. Establish a timeline that will fit into the camper/students class schedules
6. If a camper/student misses the agreed upon time, then re-establish a new time
7. If the new time is not working, contact the Program Director and then possibly the parents to instill into the student the importance of taking their medication on time.

Template: Administering Medication: Emergency Medication-EPI Pen/Asthma/Other

Students that must have EPI Pens, inhalers and other medication that is for situations that they deal with on a fairly regular basis, may keep them on their person. However, it is recommended that duplicates of these medicines are kept in various locations in case of an emergency.

1. In the main office of the program
2. With a faculty member they may be specifically assigned to
3. In their room
4. With a chaperone on off campus activities