



Medication Handling and Administration

Handling and Storage

- All medications, prescription and otherwise, must be kept under lock, unless in the controlled possession of the person responsible for administering them.
- Any emergency-related medications (e.g. epipen for bee stings) may be kept by an adult who has responsibility for the child/camper, so long as it is within their personal control and stored safely.
- Any medications requiring refrigeration must be kept in a refrigerator that is locked (or in a room that is locked) until its time of preparation and administration.

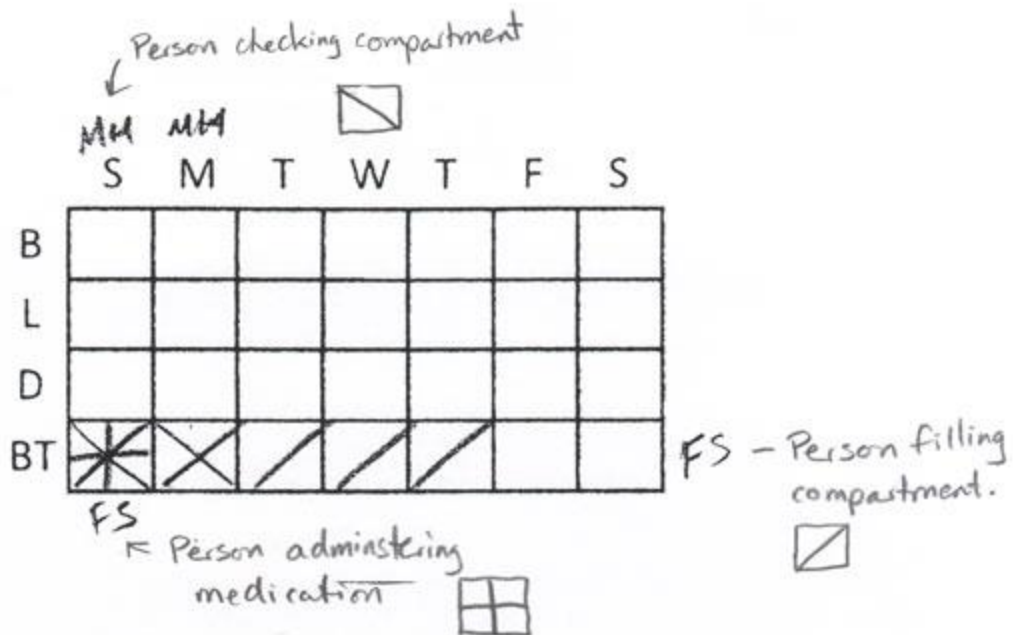
Administration Rules

- All medications must be given according to written directions:
 1. FOR PRESCRIPTION DRUGS: Under the specific instructions of a licensed physician, either as printed on the prescription or, if different, in a signed note from a licensed physician giving explicit instructions.
 2. FOR NON-PRESCRIPTION DRUGS, SUPPLIED BY THE CAMP: According to the Standing Orders, as reviewed annually by a licensed physician.
 3. FOR NON-PRESCRIPTION DRUGS, INCLUDING VITAMINS AND SUPPLEMENTS: According to the signed instructions of the camper's parent/guardian, or under direction from a physician.

Preparation & Administration Procedures

- At the beginning of the session, any camper with medications will be assigned a 7x4 (seven days, four times) pill box.
- Every 4-compartment box must have the day clearly labeled, the times clearly labeled, and the camper's name clearly labeled.

- Medications will be inserted into the appropriate slots, one medication at a time, and initialed against the medication schedule. Mark the Med sheet in the corresponding boxes with a “ / “ symbol. *Initial to the right of the time row.*
- Non-pill medications must be indicated by a colored sticker on the lid of the appropriate compartment.
- Before administration, a second adult will check the compartments against the med sheet to see the same number of pills, and mark a “ \ “ symbol to form an “X” in the boxes for that delivery time only. *Initial above the day column.*
- After administering the medication, the person responsible will mark the appropriate boxes with a “+” across the existing “X”. *Initial below the day column.*
- Note any anomalies, complaints, etc., on the page, and if there is an error or concern, immediately notify the health and safety officer and the camp director.



Emily Soni DO

Emily Soni, DO

Reviewing Physician

Date 4/20/2014

Matthew Henry

Matthew Henry, D.Min,

Executive Director, Skyline.

Date 4/20/2014