



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. For staff who are minors and live onsite we will make a plan for handling and storage emergency medication with parents/guardians.
- 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

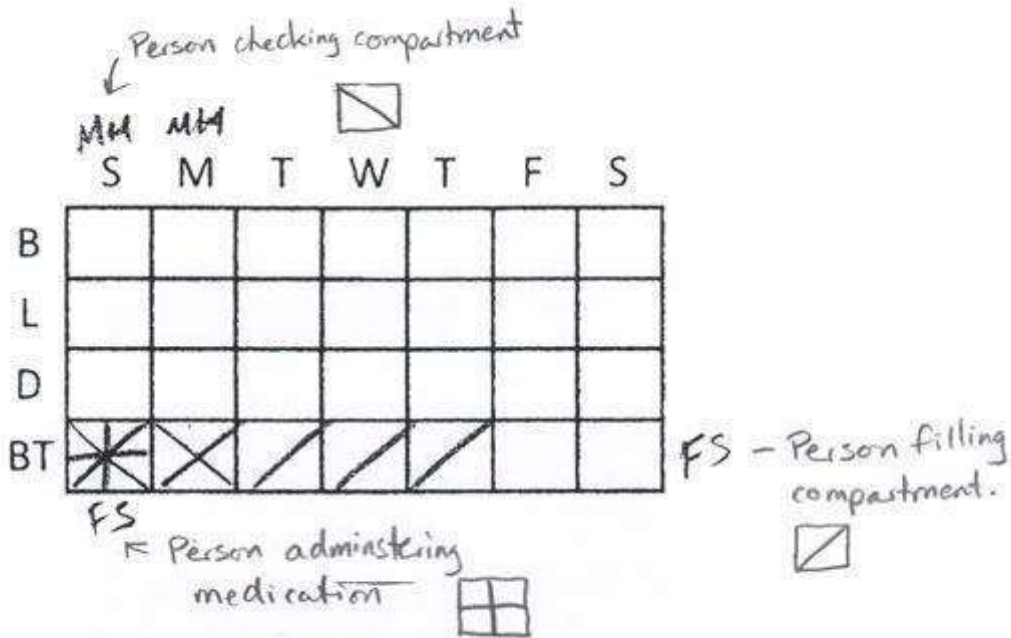
All medications must be given according to written directions:

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 the medication is checked the Health and Wellness Director will update our electronic records in CampBrain.
- After administering the medication, the person responsible will mark the medication as administered in CampBrain.
- Note any anomalies, complaints, etc., on the page, and if there is an error or concern, immediately notify the Health and Wellness Director and the Camp Director.



Emily Soni DO 2/2/2024
 Emily Soni, DO, Date

Shana Henry 3/29/2024
 Shana Henry Date

Reviewing Physician

Executive Director, Skyline.

Home-Filled Medication Policy and Procedure

For many of our campers, the amount of medications to be checked in is substantial and time-consuming, so we are offering those with a lot of medications (or those bringing multiple campers) the opportunity to home-fill the pill-box and bring it filled to camp check-in. This is optional for those invited.

Skyline's steps:

1. Label the pillbox and every pull-out daily box with the camper's name.
2. Print out the current blank MAR (medication administration record) as found in CampBrain for the camper.
3. Mail the labeled box to the camper's home 7-10 days before camp begins, along with the blank MAR and a checklist/acknowledgment to be signed.

Camper's home steps:

1. Fill the pill compartments according to the MAR.
2. Note if any day's medications are different from other days (e.g. a prescription ending).
3. Note if there are non-pill medications (e.g. ointments/drops).
4. Still bring along the original containers with extra pills (required in case a medication is ruined accidentally, missing, or the camper needs EMS care in which case they wish to see the exact medication bottle).
5. Complete and sign a paper checklist acknowledging these steps.
6. Remember to pack the box!

Check-in steps.

1. Skyline staff to view, note and collect:
 - a. The filled pill-box
 - b. The completed, signed form.
 - c. Any additional non-pill medications
 - d. Original containers of all medications.
2. After check in, Skyline staff will double check to make sure the MAR matches the pill box, and that any notes make sense. If not, we will call the camper's home immediately to clarify.
3. As always, Skyline can only administer medication according to the exact prescription on the original container. If the prescribing doctor has recommended a different schedule than the container, we need to have that as a signed acknowledgment from the doctor.