Step 1: Registering for Program/Camp

1) Parent/legal guardian must disclose if medications will be needed during the program/camp by filling out the new Youth Program Health Services Medical Treatment Authorization form (“form”).

2) The form is to be included in the registration process and may be accessed through the link located in Policy AD39. The form must be submitted by parent/legal guardian prior to, or at the time of, registration.

Step 2: On-Site Camp Sign-In

1) A program/camp staffer meets with the parent/legal guardian to review all medication issues and needs addressed on the aforementioned form. If a parent or guardian is not present and there are questions, the Camp Staff should make arrangements to communicate with them via phone.
2) Medication is to be provided in its original pharmacy container labeled with the participant’s name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in their manufacturers’ container.

3) All medications must be placed in a zip-lock bag provided by the program/ camp. The bag should clearly identify the participant by name (see below).

4) The Daily Medication Log (“Log”), which will be provided prior to or at sign-in, must be completed and stored as follows:
   - Parent/ legal guardian must provide pertinent information and sign (see red on Log example).
   - If a parent is not present to sign the log, attach the Medical Treatment Authorization form.
   - Attach a current photo of the participant provided by either the parent/ legal guardian or program/ camp. If a photo is not available, a second identifier must be used (DOB, etc.)
   - The Log must be placed in the zip-lock bag.
   - See Sample Log example below.
Step 3: Procedure

1) Zip-lock bags shall be stored at a designated secure location in a lock-box.
2) At the appropriate time for in-take, two program/ camp staffers shall meet with the participant.
3) A program/ camp staffer shall assist the participant with retrieving his/her zip-lock bag from the lock-box.
4) Once the participant receives his/her zip-lock bag, a program/ camp staffer will confirm that the participant has the correct bag by looking at the photo or other secondary identifier attached to the Log.
5) The participant will then self-administer the medication.
6) Once the medication has been taken, the participant will hand the Log to a program/ camp staffer, who will initial (see green on Log example) that the medication was taken and indicate the time of consumption.
7) The program/ camp staffer will then hand the Log back to the participant and all items shall be placed back into the zip-lock bag.
8) Lastly, the participant shall return the zip-lock into the lock-box, which will remain in the designated secure location.

Step 4: Conclusion of Camp

1) Parent/ legal guardian and/or participant must see program/ camp staff to pick-up the stored zip-lock bag and retrieve all medication.
2) Medication that has been abandoned will be destroyed and will not be sent back to parent/ legal guardian via mail.