

Medication Administration Checklist for Camps

READ/REVIEW REGULATIONS REGARDING MEDICATION ADMINISTRATION

Trained Personnel

(Unlicensed personnel must be 18 years of age and trained in basic medication administration. Training course outline must be on site for department review)

Basic Medication Administration training has 3 yr expiration date

Pre-filled commercially prepared injectable cartridge or syringe training (ie. epi pens) has 1 yr expiration date and is preceded by basic medication administration training

Parental Permission Forms

(Required for **all** topical, oral, and inhalant medication applications. Recommended for **any** application, ie. Sunscreen, insect repellent)

Prescriber Authorization Forms

(Required for all medications other than non-prescription topicals)

Stock medications must be referenced in standing orders written by camp physician and administered **only** by licensed personnel (instructions or standing orders for unlicensed first aid personnel may not prescribe medications other than those listed in regulations under non-prescription topicals)

Medication Administration Record

(Required for each camper receiving medications of any kind)

Petition for Special Medication Administration

(Required for all medications administered by modality other than topical, oral, inhalant, or commercially prepared injectable cartridge or syringe)

Medication Labeling and Storage

Labeling of medications shall include child's name, medication name, directions for administration and date of prescription.

All medications other than non-prescription topicals shall be stored in the original child-resistant safety container and kept in a locked area or container. Controlled medications (see prescriber authorization form) shall be double locked.

Check expiration dates on medications