



Parks and Recreation Department Summer Camp 2009

PROCEDURES FOR THE DISTRIBUTION OF MEDICATIONS

It is the policy of the Parks and Recreation Department to safely and effectively distribute prescription medications to those participants who medically require such actions during program hours.

Permission and Waiver Form:

- If your child must take medicine during program hours, you must first sign and return a medication permission and waiver form before the start of the program. Your child will not be allowed into the program without this form.

Packaging of Medication:

- Parents will be responsible for packaging each dosage separately each day.
- Each dosage must be clearly labeled with the participant's name, the name of the medication, the dosage amount, time of day the medication is to be taken, and any special considerations.

Storage of Medications:

- Medications will be kept in locked storage containers. The Program Director will hold the keys.
- If medications require refrigeration, they will be kept in a cooler in a secure location.

Medication Documentation:

- A medication documentation form will be completed once medication is checked in.
- The form is completed once the dosage is administered by the camper.

Distribution of Medications:

- Distribution of medications will be overseen by two staff members. One staff member will distribute the medication to the camper and the other will serve as a witness.
- The distribution process will be recorded on the medication documentation form by staff at the time of distribution.
- Both staff members will sign the form.

If you have any questions about the distribution of medications to your child, please speak with the camp director or call Jackie Lambert at 561-966-7016.