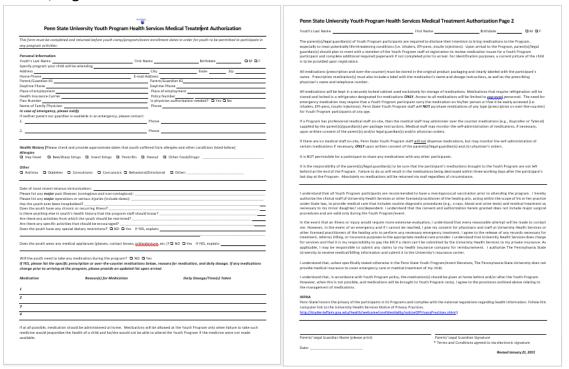
AD 39 – Section 6: Guide to Medicine Registration, Storage, Distribution, and Usage at Program/ Camp

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.



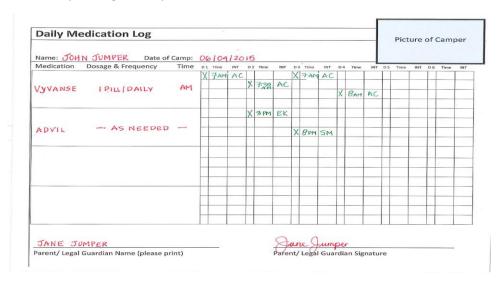
Step 2: On-Site Camp Sign-In

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.