

Parent Information about Medication Procedures

1. Medications should be taken at home whenever possible. Any medication taken at camp must have a parent or guardian-signed authorization: some medications also require physician's orders. Medication must be turned in at camp desk prior to the start of the day/week.

2. No medication will be accepted by camp personnel without receipt of completed and appropriate medication forms.

3. A physician may use office stationary or a prescription pad in lieu of completing form. Include the following information written in lay language with no abbreviations:

- Name of student
- Date of birth
- Reason for medication or diagnosis
- Name of medication
- Exact dosage to be taken, (e.g. milligrams per tablet, milligrams per ml/cc) as applicable
- Time to take medication to be administered and frequency or exact time interval dosage
- Sequence in which the medications should be taken in cases where more than one medication is prescribed
- If medication is given on an as needed basis, specify the exact conditions or symptoms when medication is to be taken and the time at which it may be given again. ("repeat as necessary" is unacceptable.)
- Duration of medication order or effective dates
- Physician's signature
- Date

4. All prescription medications, including physician's prescription drug samples, must be in their original containers and labeled by a physician or pharmacist. An over-the-counter medication must be in the original container with the name of the medication visible. The parent or guardian must label the original container with the following:

- Name of student
- Exact dosage to be taken at camp (e.g. milligram tablet, milligrams per ml/cc)
- Frequency or time interval dosage is to be administered

5. The first dose of any medication must be given at home.

6. The parent or guardian is responsible for submitting a new form to camp at the start of the program.

7. Medication will be stored in a locked area accessible only to authorized personnel.

8. Within one week after expiration of the effective date on the physician order, or on the last day of the program, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

9. Medication can be given no more than one half hour before or after the prescribed time.

10. In no case may any Overtime Athletics staff administer any medication outside the framework of the procedures outlined here.