

Children's Camp

Medication Administration Guidelines

Prescription Medications

- Must be issued by a licensed prescriber (physician, dentist, podiatrist, nurse practitioner, physician assistant or special assistant, optometrist, and midwife).
- Must be in original container and labeled with:
 - Patient's complete name
 - Date prescription filled
 - Expiration date
 - Directions for use
 - Precautions (if any)
 - Storage requirements (if any)
 - Dispensing pharmacy (name & address)
 - Name of physician prescribing medication
- Bulk prescription supplies may not be maintained at camp unless in conjunction with a licensed prescriber's practice at the camp.
- Repackaging or relabeling prescription medications is prohibited.

Non-Prescription Medications (over-the-counter, OTC)

- An individual's medication (sent to camp with the patient) must be labeled with his/her complete name.
- All non-prescription/over-the-counter (OTC) medications must be kept in original container.

Medication Collection

- Collect all prescription and OTC medications upon arrival at camp and prior to departing from pick-up location (when transportation is provided by the camp).
- Camp staff should cross-reference health records and rectify inconsistencies with parent/guardian and physician instructions.
- Individual prescribed emergency medication (i.e., epi-pens, Asthma Inhalers) should be carried by the prescribed individual.

Medication Storage

- Medications should be kept in a locked area accessible to only health director/designated staff.
- Controlled substances (narcotics) and syringes must be "double-locked" (i.e., locked in a box, locked in a cabinet).
- Medications should be stored per product directions (i.e., refrigerated).

Written Orders

- An order from a medical provider which specifies a medication or a treatment.
- Written orders must be patient specific.
- Are required for all medications (prescription and over-the-counter) that are administered by an RN, LPN or self-administered.
- Pharmacy labels are not a substitute for written orders.
- Written orders must be renewed annually or when there is a change in medication or dosage.

- Written orders must minimally include:
 - Patient’s name and date of birth
 - Name of medication
 - Dosage and route
 - Frequency and time
 - For PRN (as needed) medication, conditions under which they should be administered
 - Date written
 - Prescriber’s name, title and signature
 - Prescriber’s telephone number

Camp Health Staff’s Role in Medication Administration

- Camp Health Staff’s duties and responsibilities must not exceed individuals “scope of practice” (allowed by law through training and/or NYS licensure).
 - Physician, Nurse Practitioner (NP) and Physician Assistant (PA)
 - Can assess patient health
 - Prescribe and administer all prescription and over-the-counter (OTC) medications.
 - Registered Nurse (RN)
 - Can assess patient health
 - Following a patient specific order can administer all medications – prescription, OTC, and PRN (as needed).
 - May not administer non-patient specific medical orders, except for anti-anaphylactic agents (i.e., epi-pens, antihistamines and certain immunization agents).
 - Licensed Practical Nurse (LPN)
 - Cannot assess patient health
 - Must work under the direction of a physician or RN
 - Administer scheduled medications following patient specific orders
 - LPN must first confer with a physician or RN in case of PRN (as needed) order.
 - Emergency Medical Technician (EMT)
 - May only implement EMT protocols as part of an established emergency medical service (EMS) system
 - Cannot administer medications
 - May witness self-administration
 - First aid staff and other staff
 - Cannot administer medication
 - May witness self-administration

Self-Administration

- Campers may “self-administer” scheduled medications when determined to be “self-directed.”
 - Identify correct medication (color, shape)
 - Purpose
 - Dosage
 - Time to be taken
 - Know of consequences if not taken
 - Able to refuse to take if concerned

- Self-administration ability should be based on cognitive and/or emotional development, not age.
- Self-Administration Procedures:
 - Identify and track campers that need medications
 - Establish and train staff in self-administration procedure
 - Staff should not remove a medication from its container because it is considered to be “administering the medication.”
 - Camper confirms medication
 - Verify dosage/use instructions
 - Return medication to storage
 - Document the self-administration (i.e., camper’s name, medication, amount taken, witness, date, time and dosage)

Camp Trip Medication Administration

- Medications should be carried in original container by the trip leader or designee
- Administered by a licensed health care practitioner or self-administered
 - Follow self-administration procedures.
 - Report to health director upon return.
- Document administration or self-administration.

Record Keeping

- For all medications administered, document the following:
 - Individual’s name
 - Medication
 - Administrator or self-administered witness
 - Date
 - Time
 - Dosage