

**Enfield Recreation Division  
Tons-O-Fun Summer Camp**

**Medication Administration Policy**

The Enfield Recreation Division's Tons-O-Fun Summer Camp has appropriately trained staff on site to store and administer medications for program participants under certain conditions.

A Medication Authorization Form\*, provided by the Enfield Recreation Division, is required anytime a medication is to be administered at camp, for each medication being administered. This form is **required** by the State of Connecticut and the Recreation Division should your child need medication dispensed to them while at camp.

**PARENT RESPONSIBILITIES:**

- It is the parent's responsibility to inform the Recreation Office upon registration that their child has a prescribed inhaler, epi-pen or other medication that they will need to have administered at camp.
- A Division issued medication form is required to be signed by the parent and the prescribing physician before the program starts. Your child will not be allowed to attend camp if the appropriate forms are not completed. If there are any changes to the child's dosage/medication, a new set of forms must be completed by the prescribing physician.
- Parents are responsible for providing food or drink to take with medication if required, other than water.
- The original measuring device must be provided for any liquid medications that are to be dispensed at camp.
- Tablet medication, which dosage is required to be halved, must come to camp pre-cut.
- The first dose of any medication the child has not taken before must be administered at home.
- Medication must be replaced prior to the expiration date.

**THE FORM:**

- Must be signed by the authorized prescriber who orders the medication. Authorized prescriber means a physician, dentist, optometrist, podiatrist, advanced practice registered nurse or physician assistant.
- Must be signed by the parent or legal guardian.
- No other forms other than the form provided by the Recreation Division will be accepted as means of authorization.
- Forms must be filled out completely and legibly to be accepted.

\*Forms are available at the Recreation Office or online at [www.enfield-ct.gov/recreation](http://www.enfield-ct.gov/recreation)

## **THE MEDICATION:**

- The Recreation Division's Policy and CT State Law requires that medication must be brought in by a parent or other responsible adult (over the age of 18) and given directly to the Assistant Recreation Manager, Camp Director or Head Camp Counselor. This person must remain to count the medication and to sign a form that verifies the amount. Once dropped off, the medication must stay at camp until the child is finished attending for the session.
- Must be in a pharmacy bottle, properly labeled if it is a prescription, and not contain more than a 35 day supply of medication.
- Samples must be labeled by the authorized prescriber who orders the medication.
- If it is an over the counter medication, the medication must be brought in the original unopened, factory sealed packaging. No opened medications will be accepted.
- Medication must be picked up by the parent or other responsible adult by the last day of camp that the child is registered for. Medications not picked up within 5 business days of the final day of the camp season will be destroyed.
- The Recreation Division does not allow campers to carry or self-administer medication. Life saving medications, such as epi-pens or inhalers, are held by the child's assigned counselor on their person, at all times, when the child is at camp. The only exception to this self-administration policy is for campers who have an insulin pump.

## **STAFF RESPONSIBILITIES:**

- All medications shall be kept in a locked box in a staff room inaccessible to children. Keys to the locked box shall be accessible only to personnel authorized to administer medication.
- Medication shall be administered only in accordance with the written order of the authorized prescriber.
- Any unused portion of the medication shall be returned to the parent at the end of the program.
- Parents will be notified if/when a child has been administered emergency medication.
- Parents shall be notified immediately of any administration errors by telephone and in writing. The error shall be documented in the child's record.
- Staff will keep accurate documentation of all medications administered by completing the proper paperwork. Individual administration records shall be written in ink and include:
  - The date the medication was administered.
  - The time it was administered.
  - The dose that was administered.
  - The signature of staff person administering the medication.
  - Any comments.