



CO-OPERATIVE YOUNG LEADERS

MEDICATION ADMINISTRATION DOCUMENT

Medication Guidelines give guidance for the administration of “over the counter”, non-prescription medications. Using the original label for guidance, the list may include the name of the medication, indications for its use, appropriate dosage according to age and/or weight, the maximum daily dose, the route of administration, the frequency with which the medication should be administered, and the commonly occurring symptoms that indicate the medication is needed.

Personal medications (prescriptions and over-the counter) brought by campers and staff must be in the original containers. Prescription medications must have the original pharmacy label on the bottle and be up to date (not expired), clearly indicating the name of the individual, name of the medication, the dosage, the route of administration and the frequency with which the medication should be administered. Medications (e.g., oral, injectable, topical) are managed as follows:

- All personal medications for participants/campers must be stored in a safe, secure, and locked manner.
- Camp Director will consider whether staff medication may be safely stored by staff in their own cabins/rooms depending on the type of medication, any special storage or administration requirements, the proximity of campers, the availability of a secure & locked location, the age of the staff member, and other factors that may be present.
- The health care staff or delegate administers all medication to participants/campers and may be required to do so for some staff. If individual participants/campers practice self-administration, health care staff (or trained camp staff) should supervise this process.
- Medications such as Epinephrine Auto Injectors (EAI) and inhalers or any emergency medications may be carried by the individual, after consultation with the camp health staff. Back up or spare emergency medication must be accessible and not locked up.
- All administered medication must be documented/signed indicating what medication was given, the dosage, route and at what time.
- If a staff member keeps their medications, they must be stored in a secure location and not be accessible to participants/campers – such as in a locked box in a staff cabin.
- Parents must sign a waiver if their child retain their medication during the camp week.