

## HHCC MEDICATION INTAKE PROCEDURE-2022

IF your camper/camp staff participant (under 18 years of age) will require a medication to be taken while they are at camp, including **either prescription or non-prescription** (ie. over the counter, vitamin, supplement), the attached HHCC Health Center Medication Authorization Form must be printed from our website, completed for each medication/vitamin/supplement brought and signed by the parent/guardian, and brought to camp with the medication(s). The following information must be provided on the form(s) in order for our health center staff to assist the camper/camp staff in self-administering any medication/vitamin/supplement that is brought to camp: name of each medication/vitamin/supplement, dosage to be given, route/how to be given (orally-swallowed or chewed or melted in mouth or mixed with water, inhaled, applied to affected area, etc.), time to be given, reason the medication is to be given, and if any side effects will need to be observed. Up to two medications may be listed per form, so print as many forms as needed to be sure each medication, vitamin, supplement is listed.

**The information you write on the medication form(s) must match the labeling on the medication(s).** IF the prescription label on the bottle/package does not match the information that is written on the HHCC Health Center Medication Authorization Form, a signed, updated order from the prescribing health care provider must accompany the prescription bottle. No non-prescription medication will be given contrary to what the labeling states on the original container it was supplied in, unless a prescription from a healthcare provider accompanies it with those changes listed.

All medications/vitamins/supplements are best sent in clearly labeled zip-loc bags with the camper's name written on the outside of the bag(s). The completed and signed HHCC Health Center Medication Authorization Form(s) must accompany what is to be administered at camp. Also, no new medications or change in dosages for the camper may be administered for the first time at camp. Any medications brought to camp for the camper must have been prescribed/administered to the child prior to camp for at least 2 weeks prior to camper's arrival, and no new changes in dosages of medications may be started for the first time while at camp.

If a parent/guardian has any questions regarding the new medication intake procedure, how to complete the HHCC MEDICATION FORM, or any other question regarding their child receiving medications at camp, please contact our Healthcare Director, Jill Mitchell, by phone (615-519-4104) or email ([healthcenter@hortonhaven.org](mailto:healthcenter@hortonhaven.org).) prior to their child arriving at camp.