

# GUIDELINES TO FOLLOW FOR MEDICATION ADMINISTRATION

\*\*\* NOTICE TO ALL PARENTS WITH CHILDREN REQUIRING ADMINISTRATION OF PRESCRIPTION MEDICATIONS\*\*\*

>>> PLEASE READ THE FOLLOWING VERY CAREFULLY & COMPLY WITH <<<

Thank you for assisting us as we incorporate guidelines regarding medication administration at Ponderosa. These procedures are Colorado State Law and required by Colorado Department of Health Services. To protect Ponderosa and staff from liability and to ensure your camper's safety, Ponderosa must provide for the safe administration of medication to campers under strict guidelines. Registered Nurses that are contracted with Ponderosa may administer your child's prescription medication **if the following requirements have been met:**

- The 'Medication Form' (found under the 'Register' Tab) which is an Authorization to Administer Medication, has been completed with the prescribing physician's signature, parent's signature, and medication dispensing information/prescription. This form needs to be received by Ponderosa two weeks prior to camp (no exceptions).** The prescribing physician should include on the 'Medication Form', name of medication, the symptom(s) or illness being treated, the frequency of dosage (must be specific), and the time period for which the medication should be distributed. This MUST be completed by a Health Care Professional with prescribing authority even if the medicine can be purchased over the counter. Any prescription medicine to be given at camp requires a doctor's signature. We cannot accept prescriptions or doctor's notes from chiropractors, naturalists, herbalists, or nutritionists. They do NOT have prescribing authority. We can only accept signatures from licensed medical doctors, dentists, orthodontists, and nurse practitioners.
- The camper's parent/guardian **must provide ALL prescription and non-prescription medication to be given in its original packaging.** Prescription medication should be in original packaging from the pharmacy and should be labeled with camper's name, date, physician's name, name of medication, dose (needs to be specific), and time to be given (needs to be specific). *For example, it should not say give every 4-6 hours, but should say EITHER every 4 hours or every 6 hours.* All over the counter medication needs to be in its original manufacturer-labeled, non-expired packaging.
- Before leaving for camp, camper's parent/guardian should give all medication to be dispensed at camp to your camper's group leader with a copy of the 'Medication Form' (that had been turned in to Ponderosa 2 weeks prior) to bring to camp. DO NOT give medications to your camper to keep in their bags or with them.** During registration, the group leader will bring the medications and the campers requiring those medications into the Chapel to check in with our RN. Only campers that have been authorized by their doctor to self-carry an emergency EpiPen or prescription inhaler can carry these medications. Once here, our RN will authorize the self-carry of an emergency EpiPen and prescription inhaler.

## SUMMARY

- ✓ 'Medication Form' completed and signed by the prescribing physician and parent/guardian for each prescription your camper will need to take at camp. ***This form needs to be received at the Ponderosa office 2 weeks prior to your camper's arrival at camp (no exceptions).***
- ✓ Provide all medications in their **ORIGINAL PACKAGING** in a Ziplock bag to your leader w/copy of Med Form.
- ✓ If your camper needs a self-carry inhaler or an emergency EpiPen, please make sure your prescribing physician makes a note of it next to the authorization for that medication on the 'Medication Form'.

Contact Terri Rawls at 719-481-2482 ext #17 or [trawls@visitponderosa.com](mailto:trawls@visitponderosa.com) with any questions or concerns.

Sincerely,

Administration of Ponderosa Retreat and Conference Center