



West Hartford Leisure Services Medication Administration Policy

The Town of West Hartford Leisure Services Department has appropriately trained staff on site to store and administer medications for program participants, under certain conditions.

A Medication Authorization Form* provided by the West Hartford Leisure Services Department is required anytime a medication is to be administered at camp and is necessary for EACH medication being administered (i.e. 2 forms are required if parents will be sending in both an Epi-pen and Benadryl). This form is **required** by the State of Connecticut and the Department should your child need medication dispensed to them while at camp.

PARENT RESPONSIBILITIES:

- It is the parent's responsibility to inform the Leisure Services Office upon registration that their child has a prescribed inhaler, epi-pen or other medication that they will need to have onsite or administered at camp.
- A Leisure Services 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.
- Other than water, parents are responsible for providing food or drink to take with medication if required.
- 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 West Hartford Leisure Services Department will be accepted as means of authorization.
- Forms must be filled out completely and legibly to be accepted.
- Forms are available at the West Hartford Leisure Services office or online at www.westhartfordct.gov/leisureservices.

THE MEDICATION:

- The Leisure Services Department 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 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.
- Prescription medications must be in the original pharmacy bottle, properly labeled, and not contain more than a 35-day supply of medication.
- Medication samples must be labeled by the authorized prescriber who orders the medication.
- Over-the-counter 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 Leisure Services Department does not allow campers to carry or self-administer medication. Lifesaving medications such as epi-pens and 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.