

YFC Guidelines for Medication Administration at Camp

The procedures in this document are designed to guide the YFC Camp Team in adapting to the different states and camps we use in the course of running YFC Camp. Some state's regulations call for stricter guidelines than others. We've adjusted our policy to those states. Though your state or camp may have less stringent guidelines, please follow these YFC procedures.

Medication Defined:

Some camps limit medication to those substances controlled by the US Food and Drug Administration (FDA). We choose a broader definition and include prescription, non-prescription (OTC), and any substances a person might use to maintain and/or improve their health. That therefore includes herbals, supplements, and other remedies under the medication umbrella.

Knowing the Regulations:

Before each camp, our team researched the laws and regulations of the state in which each YFC Camp is held, as they relate to medication, storage, handling, distribution & documentation. The first and primary source of this information was from the camp's management itself, and additionally, from state in which the camp is located.

Note: Adjust procedures based on the personnel acting as your Healthcare Provider - RN, EMT, MD, etc.

General Medication Guidelines

- A. Any medication brought to camp by a camper or minor camp worker must be in its original container, and - if a prescription - identified as to content, dosage and patient. We may refuse to allow any medications in inappropriate packaging, without proper name and dose.
Ensure medication is labeled for that person and all pills are consistent with each other. On the bottle you will find a description of what the pill looks like and any manufacturer's identifying marks on the pill.
- B. Medication administration details are located on the camper's health consent form from parent/guardian.
- C. All medications brought by campers, other minors or staff who will be staying in housing with youth, will be turned in to the Camp Healthcare Provider for safekeeping and distribution.
- D. We will store medications under lock and key, and refrigerate as necessary.
- E. An electronic log (using CampDoc) for each patient and every medication will be kept, identifying any use, dose, the time and any reaction or outcome. (This can be notated on paper throughout the day and charted in CampDoc at the end of the day if this is easier.)
- F. Certain time-sensitive medications will be allowed to be held by the patient (e.g., rescue inhalers, EpiPens®). Their use will be tracked by you daily at an appointed time daily (a meal works well).
Use your judgment when allowing a young camper with diabetes to carry their insulin pens, as once they are opened they are not required to be refrigerated. Remember to take into account the fact that they will need to carry the small needles to go with the pen to be effective.
- G. YFC Camp Healthcare Providers should request input/advice from an MD, PA or Nurse Practitioner if they encounter a medication that has an atypical use, falls outside normal protocols or is unfamiliar to them.
- H. YFC Camp Healthcare Providers will identify the location of first aid kits on camp premises and inventory what medications are stocked in them.
Note: a "best practice" is to make a list of the medications and/or supplies that are in the first aid kit and update as needed to ensure all supplies are accounted for.
- I. In case of medication errors, the YFC Camp Healthcare Providers will determine if observation, consultation, ER care or an ambulance is warranted.
- J. YFC Incident Report Forms will be used to document any and all incidents.

Procedures:

- Upon arrival at Camp, medications brought by campers or staff staying in cabins with youth will be handled as follows:
 - **Note: Within 24 hours after arrival at camp, the camp health care provider shall meet with campers that have special medications or treatment procedures or dietetic restrictions or known allergic reactions or any known physical limitations.**
 - Collect the medications: Campers and Parents have been informed that:
 - ALL MEDS (prescription and over the counter) will be turned in to the camp infirmary
 - Possible exceptions: inhalers & epi-pens with approval of on-site medical staff
 - How to pack medications (this is communicated to campers and leaders) –
 - All meds (prescription and OTC) should come in their original pharmacy container with patient name and dosage info listed if appropriate
 - Label all meds with camper name and YFC Chapter name
 - Parents - include a letter detailing dosing/administering medications as well as drug interactions you're aware of (i.e. with food, w/o food, time of day, things to consider, etc.). This information ensures accuracy and that nothing gets missed.
 - Place all the above into a plastic Ziploc bag for camper to turn into camp infirmary
 - Document...
 - All medications turned in to the health care provider.
 - Medication that stay with campers/staff (e.g., epi-pens, inhalers).
 - Verify information
 - The accompanying letter from the parent/guardian identifying the medication and their consent to its administration.
 - If applicable, how long the individual has been on this medication, at this specific dose.
 - Assess the individual's knowledge of his/her medication.
 - Check that the number/amount is sufficient for the entire stay at camp.
 - Confirm storage instructions, such as refrigeration or exposure to light.
- **Store the medications in a controlled area, under lock and key.**
- Inform appropriate staff of medication needs of campers for whom they are responsible. (i.e. cabin leaders)
- Administer routine meds to campers and applicable staff, or delegate and supervise this responsibility.
- Assess each camper and staff when they have a health concern (such as a headache or cough), making decisions regarding OTC meds or prescription meds that are to be given on an as needed basis.
If administering OTC meds; be aware of a patient's medical history: allergies, possible interactions.
For example, patients on lithium shouldn't take any non-steroidal anti-inflammatory (NSAIDS) such as Advil.
- Document medication administration – both routine and as needed – in the provided Medication Log sheets.
- Monitor and document the therapeutic effect of the medication.

These guidelines and procedures will be provided to our campers, their parents and our staff, identifying the scope of medication services offered by the camp and the credential of the professional(s) who oversee medications on a day-to-day basis.

Dispensing medications can be tricky, especially with minors as they are generally non-compliant without parental assistance. Just make sure that children with chronic sensitive conditions including heart disorders, diabetes, and mental health conditions take their medications at the same time every day and do not miss a dose as it could be detrimental to their participation in the fun times of YFC Camp, and could be extremely harmful to their health.

Camp Medication Policies - FAQs

Who should *manage* medications at camp?

By manage, we mean to decide on the use of a medication to treat a symptom. The administration of a medication as instructed is not medication management. In general, YFC will refrain from managing medications at camp.

The credential an individual must hold to manage medications at camp is state specific. Medication management decisions are influenced by pharmacy regulations, the State's Nurse Practice Act, the physician's regulatory body and/or regulations for ancillary healthcare providers (e.g. EMT's) used by the camp. Usually a physician is the only one who can determine what medication is to be used, and under what circumstances. A physician can delegate medication decision-making to a registered nurse through medical protocols.

Who can *administer* medications at camp?

Administering individual doses of medications to staff and campers is a more specific skill. "Giving a medication" may be done by an individual who has been delegated by the credentialed health care provider (usually a registered nurse) who is managing the medications. Again, some states specify to whom this task may be delegated. The task of "giving a medication" does not include making medication decisions.

In states that are implementing medication administration courses, camps are impacted, as this includes any circumstance where the nurse is not available. A camp nurse may not be available to campers for: day activities on a remote area of the camp property, overnights, out of camp activities, or when the nurse is involved with a health care emergency. In these circumstances, it is appropriate for a nurse to delegate an individual with training to administer a single dose of medication at a specific time.

What if we do delegate the administration of medications?

A potential risk is associated with the delegation of medication to non-licensed personnel. Trip leaders are a classic example of this; they are often given medications needed by campers and told to give the meds at a specified time.

YFC will pay special attention to the responsibilities involved in delegating the administration of medications. We will select an appropriate person for the task, adequately train them, obtain their acceptance of the task, and put an oversight process in place, assessing that what we assume is happening actually is occurring.

How should we store medications for security?

Medications are stored under lock and accessed only through the health-care staff.

The storage of medications accomplishes three purposes

1. Special storage needs as required (refrigeration, etc.)
2. Preventing access to the medication to those for whom it is not intended
3. Insuring appropriate use (and not abuse) of the medication by those for whom it is intended.

What about emergency need medications?

Despite the need to store medications for safety reasons, this must be balanced with the need to have appropriate access to medications when necessary, especially when the timing of the medication is critical.

EpiPens®, albuterol inhalers, and certain migraine medicines are examples of time-critical medications where a delay can result in a bad outcome. The issue for these time-critical medications then becomes how to make sure a person can get to these medications without delay, but still considering the three safety precautions mentioned above.

If a person is allowed to carry medications with them or store them with their own property, care still needs to be taken that the storage is appropriate, that other people can't get to them (either in the cabins or in activity areas), and that the medications are used appropriately.

Do you require documentation that medication has been taken?

Yes. Daily meds, PRNs and emergency need medications need to be documented (Charted in CampDoc).

PRNs are documented on the individual's electronic health record as dispensed. Documentation about medication includes the reason for using the medication and an evaluation of the medication's effect.

Those with emergency need medications in their possession should be monitored at a set time daily and any use and effect documented in their log.

Also, make sure that parents OK certain OTC medications prior to them being administered to camper. Maybe make a list of available OTC meds at the camp and allow parent to check boxes yes or no that their child can receive.