

# Recreation Programs



## Request to Dispense Medication

1. Prescription medications must be in the original container labeled with the participants name, a date, directions, and the physician's name. Medication that is not in a prescription container will not be approved and will not be dispensed during the program.
2. The medication container can only hold the dosage for **1 week** and must be taken home at the end of each week.
3. If the medication is left at camp and not picked up within 14 days of the last program day, the medication will be appropriately disposed of.
4. Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of the supervisor/program lead. NO injections will be administered by the program employees. Medications will be held inaccessible to participants and will be kept separate from food.
5. The dispense of medication during a program may only be approved for programs with a duration of 5 hours or more. It is strongly encouraged to take medication outside of program hours if possible.
6. Non-prescription medications: the medication must be administered according to the dosage and administration instructions on the original container.
  - A physician's signature will be required as authorization IF medication is requested to be given in an alternate dosage, etc.

Participant Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Participant Diagnosis/Reason for Medication: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Prescription ☐ Non-prescription ☐

Dosage: \_\_\_\_\_ Time(s) to be given: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Side effects of medication: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Primary Phone Number

**\*\*Only under special circumstances for non-prescription medications (see #6).**

\_\_\_\_\_  
Physician Name

\_\_\_\_\_  
Physician Signature

\_\_\_\_\_  
Date

Effective May 1<sup>st</sup>, 2023