



Camp Chaparral is looking forward to having your campers with us this summer. On behalf of our Health Center, we would like to remind you Texas State requirements regarding medications at Camp and also give a few helpful pointers.

Parents are required to submit medication information TWICE. The first time is on the medical release form where they will fill out the information for anticipated medications that will be brought to camp. The second time is the actual Medication Administration Form that is filled out and signed by the parent, and placed in the bag with the medications. In case of fewer or additional medications than were initially submitted on the medical release form, or a change in instructions, the Health Center will go by the written form included with the medication.

Parents are given our requirements by reading the following information shown at the top of the required Medication Administration Form:

- All medication must be turned in to Camp Chaparral Medical Staff. (Rx and OTC medications cannot be kept in the dorms per safety codes.)
- List all medications on the Medication Administration form.
- Put this form and the listed medications in a gallon Ziploc bag.
- Write the camper name and church name on the bag.
- Your church Group Leader will collect all camper medication bags **before** leaving church.
- Prescription medication must be properly labeled. If dosage on the container is different than what is to be given, a doctor's note must accompany the prescription with current instructions.
- No medication will be given unless it is in the original container per *Texas Department of State Health Services Youth Camp Code 265-15-L*
- Camp Chaparral Medical Staff requests that you do not send Over-The-Counter (OTC) medications e.g. Tylenol, Ibuprofen, Benadryl, Zyrtec, etc. for 'as needed' purposes. These types of medications are provided by Camp Chaparral Health Center based upon camper need and with prior written parental approval should the need arise.

The Health Center would like to give your church some tips that will greatly assist you AND our Health Center on check-in day:

- **Assign a Group Leader** to be in charge of camper medications for your group well before your camp dates, communicating our requirements with parents and campers, and making sure all requirements are followed.
- On the morning your church travels to Camp, the Group Leader should collect all camper medications **before leaving the church** for Camp. Convey to your campers that medications are not to be left in their bags or suitcases.
- When collecting the camper medications, ensure each camper has packaged their medications correctly (in gallon Ziploc bag with name and church) and the signed administration form is inside. **\*\*Have some extra bags, markers and blank forms available for those who may need them. See example pics.**
- Please check those medication bags for pills/tablets that are loose or in unmarked containers. Advise parent these will not be accepted or dispensed. Every medication must be in its original packaging.
- Place all collected camper medication bags in a container (box, bucket or bag).
- On Check-in Day, the Health Center will have a station table setup in the registration area. Upon arrival, please have your Group Leader bring your container of medications here where the medications will be counted, reviewed and signed for.

By following these guidelines and tips, our Health Center will be able to quickly and efficiently check-in your camper medications and have them ready to dispense to your campers as soon as possible.

