



Church Partner Medical Volunteer

On behalf of Forest Home's First Aid Department, thank you for volunteering to assist with the collection of medication from parents. This document was created to assist you with this process. Please feel free to email any questions to firstaid@foresthomes.org.

Supplies:

- Medication Expected List
- Medicine Postcards (double sided printed on short edge, on bright colored paper)
- Gallon size Ziplock baggies
- Quart size Ziplock baggies
- Sharpies
- Pens
- Large container for ALL camper medications (labeled with your church's name)

Steps:

1. Medication Expected List

- a. This list will be printed out by the church leader.
- b. Cross reference the medication the parent provides with the medication printed on the medication expected list to ensure all medications parents registered campers to take during camp are retrieved prior to departure from the church.
- c. In the event the medication is not listed, First Aid will add the medication during check in.

2. Collection of Medication

- a. Check expiration date (we are unable to administer expired medication)
- b. Prescription Medications must be in their original containers with pharmacy label: including camper name, medication name, dose, & frequency.
- c. Supplements/Over the Counter Medication must be in their original containers with age-appropriate written instructions.
- d. Inhalers: must be in the box with prescription label. Rescue inhalers will be returned to the camper to always keep with them, after medication is verified with the First Aid Team.
- e. Epi-Pens: must be in the box with prescription label, along with an Allergy Action Plan. Epi-Pens will be returned to the camper to always keep with them, after medication is verified with the First Aid Team.
- f. Diabetic Supplies: must be in the original container with prescription labels, along with a Diabetic Action Plan.

3. Complete the Medicine Postcard

- a. Camper name, medication name, dose, times to be taken.
- b. Confirm with parent if the camper takes the medication at breakfast, lunch, dinner, or before bed.

4. Packaging of Medication

- a. Write name of camper on baggie.
- b. Place medication in the baggie.
- c. Place Medicine Postcard in the baggie.
- d. Place baggie in large container.