

Health Forms and Medications at Camp Belnap

Updated Feb 20, 2024

At Camp Belnap we are committed to the health and safety of all members of our community. This document outlines the steps for collecting health information and the mandatory processes for medication. If you have any questions, please contact us at (603) 569-3475 or adminCB@campbelknap.org.

General Information:

- 1. All health information and medications must be recorded in the Camp Doc medical record. Please ensure you have completed this online record by April 15th.** Forms for physical exam can be downloaded from website or in the camp doc account. We are aware that a physical and vaccinations may occur after the deadline, but please complete the rest of the account so that our health staff can review records and prepare for your camper. Please contact us if you have not gotten the email invitation to complete the record by March 15th.
- 2. All medications (prescription, non-prescription, vitamins, supplements) must remain in the Health Center while your son is at camp.**
The only exceptions to this are inhalers or Epi-Pens® for severe allergies. If you want your child to carry an epi-pen or inhaler at all times during camp, you must download a form from CampDoc or Camp Belnap website and have a Physician/Medical provider complete it. We also require that a back-up inhaler or Epi-Pen® be provided to be kept in the Health Center, in addition to the one your son carries.
- 3. All medications must be prepared as outlined below. Please note that Camp Belnap requires all pills to be pre-packed by a pharmacy in multidose pouches/packs ready for dispensing.**

Requirements for pills:

- 1. Camp Belnap requires that all pills (prescriptions, over-the-counter and vitamins) be pre-packaged in a pill pack by a pharmacy. However, NEW in 2024 you may choose the pharmacy of your choice for packing.** Some options:
 - PackMyRx (this is the camp specific company Belnap has used for several years)- If you use PackMyRx ([click here specific instructions](#)), the medications will be sent to camp ahead of time. There is a \$75 fee that is charged directly from the company and you will also be responsible for co-pays. Note that you must register 30 days prior to the session to avoid delays or late fees.
 - Home pharmacy such as (Walgreens, Rite Aid or a home pharmacy)- Please inquire with the pharmacist. If you use a home pharmacy, you are responsible for bringing the medication as outlined in this document to camp on check-in day. Most home pharmacies will charge a small fee for packaging.
 - Belnap will not accept pills packaged by the family. *If you do not follow this policy for pre-packing and medication instructions listed, you may be charged a \$150 fee and/ or the medication may be refused at check in.*

2. Pills must be packed in one packet/pouch per dispensing time.

- Dispensing times are: Breakfast (745am), Lunch (1245pm), Dinner (530pm), Bedtime (845pm) (time or meal or both maybe listed)
- Name, medication, date and time of day to administer should be on package. If name or specific date is not on each individual pill pack please bring original box/package that shows these details.

Examples of what the pack or pouches look like:



3. **The only exception to mandatory use of pill-packing is if your camper is on only one over-the-counter medication and has no other medications.** In this case, you may bring this medication in its original bottle with dosing instructions or prescription as outlined below. An example - your child takes a daily allergy medication (such as Zyrtec) and no other medications. If the camper takes more than one over-the-counter medication it is required to have the pharmacy package it.
4. **If using a home pharmacy (not PackMyRx) we recommend you try using the pill packing pharmacy prior to the refill before camp.** Remember that a prescription can only be filled every 30 or 90 days so you will need to fill your prescription for camp within the weeks before camp.

Requirement for medications that are not pills:

1. **Examples of medications that are not pills:**
Injectables (insulin, growth hormone), Liquid Medication (if possible to get as pill this is preferred so it can be packed for overnights), Inhalers, Nasal meds (like flonase), Eye drops, Ear drops, and Creams. If you are unsure, contact adminCB@campbelknap.org.
2. **The medication must be in its original container with a prescription label.** All prescription medications must be current, – not expired – in the appropriate container, and prescribed for the camper for which they are intended. These medications must be listed on the physical exam form completed and signed by your camper's physician.
3. **Emergency Medications** - If your camper has a rescue medication such as Epi-Pen®, inhaler, glucagon, or seizure rescue medication please provide two.

Check-in day Requirements/Preparation at home

1. **If you are bringing any medications on check-in day you need to prepare them as listed below.** Note- this is also the case if you used PackMyRx for pills and are bringing an additional non-pill med in hand.
2. **Prepare 1-5 zip lock bags for dispensing times.** Label them:
 - a. Camper Name, Breakfast
 - b. Camper Name, Lunch
 - c. Camper Name, Dinner
 - d. Camper Name, Bedtime
 - e. Camper Name, AS NEEDED (epi pens, inhalers...)
*Just prepare bags for the dispensing times when your camper has medications prescribed.
3. **Place the pre-packed pills and non-pill medications in each appropriate bag.**
 - a. If the camper uses a non-pill medication such as an inhaler that gets used more than one time of the day, place a NOTECARD in bag that does not have the inhaler and says “move inhaler from *xxInsertTIMExxx*”.
 - b. If it needs to be refrigerated place a NOTECARD in the bag that says “FRIDGE”
 - c. Place an extra pill pack or two in each bag in case when opened, the pills end up escaping the child’s hand and fall through the health center deck (nowhere to be found 😊)
4. **Double check that all your medications are recorded identically in all the following places.** Check that the dose and administration time all match. If any of these are different, we will be unable to administer the medications:
 - a. Camp Doc Medical record– this is the primary tool we use to verify we are giving the right medication including as needed medications.
 - b. Pill pack/pouch
 - c. Containers/prescription labels on containers that are not packed.
 - d. All Medications must be listed on the physical exam form completed and signed by your camper’s physician.
5. **Reminder - All prescription medications must be current – not expired – in the appropriate container or pill pack and prescribed for the camper for which they are intended.** These medications must be listed on the physical exam form completed and signed by your camper’s physician.

Frequently asked questions:

1. Why do you require medications to be pre-packed?

Belknap started requiring pre-packed medications several years ago. With up to 100 campers on medications during a session, this distribution method simplifies things, helps nurses be better organized, reduces delays in the line of campers, and helps avoid potential errors. From experience, we have also found this increases efficiency during check-in day and reduces labor from our small

health team. This is a safety precaution that we have implemented, and your adherence and cooperation is appreciated.

2. Why are you not just using one pill packing company (like you did in 2023)?

Belknap was happy with using one company for pill packing and receiving medications ahead of time which allows our health team to be ready. However, we understand the cost is difficult for families and we do not want campers to restrict bringing essential medications to camp due to the costs involved. Therefore, this year we are providing the option to use home pharmacy. 2024 will be a test pilot for allowing families more options. Thank you for the feedback we have gotten.

3. What tips do you have with trying to use a home pharmacy pill packing service?

Talk directly with your pharmacy. Go to your pharmacy now and try one month of pill packing at home. Do not wait for the week prior to camp!

4. My child just started on a new prescription the week of camp after our family already worked to have the other pills pre-packaged, what should we do now? Or what if the dose changes the week prior and now some pills in the pack are correct and one is not.

Talk with your pharmacy about options. If they can't place the new medication in the same pouches, please email/call camp to notify us. We can help determine what will be the safest way to receive the medications and dispense at camp.

5. My child sometimes takes a medication (such as ibuprofen for headache or Claritin with stuffy nose) but he will not be taking it every day. Should we still bring this medication?

No. The health center has stock medications on hand and will provide as deemed necessary after camper assessment.

However, if the your child routinely experiences this symptom in a two week period and you think it is possible that he will be taking it every day or if the medication is likely not in our stock (such as a cream specifically prescribed for him for bug bites) then those should be provided in the "as needed" zip lock and listed in his camp doc record. Any questions please email adminCB@campbelknap.org.

6. What if my child takes a controlled medication such as Adderall and we are only allowed to get it filled every 30 days and my camper will be there for a month or the timing is off?

You will need to request a vacation override from insurance and pharmacy to get the medication in a timely fashion to last the full time you are at camp. Or plan to provide the medication to camp when available.