

Health Forms and Medications at Camp Belknap **2026 Instructions**

At Camp Belknap 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 no later than April 15th.** The form for a physical exam may be downloaded from the website or in your 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 15.
2. **All medications (prescription, non-prescription, vitamins, supplements, creams/ointments) 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 Camp Doc or from the Camp Belknap 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 Belknap requires all pills to be pre-packaged by a pharmacy in multidose pouches/packs ready for dispensing. The only exception to this is if your camper is only on one medication or meets the criteria listed below.
4. **All medications (over the counter, prescription and as needed) need to be listed in camp doc and on the camp physical form that your pediatrician signs.**

Requirements for pills:

1. **Camp Belknap requires that all pills (prescription, over-the-counter and vitamins) be pre-packaged in a PILL PACK by a pharmacy.**
 - **Belknap will not accept pills packaged by the family.** *If you do not follow this policy for pre-packing and medication instructions listed, the medication may be refused at check-in, or a fee may be incurred.*
 - **You may choose the pharmacy of your choice for pill packing.** See below for some ideas/options that have worked for other families, but you may choose any pharmacy that can provide the services.
 - PackMyRx- www.packmyrx.com - this program charges \$75 to provide the service and you must register >30 days prior. This company will send the meds directly

to the camp and you will not bring them on check-in day. Please see the end of this document for directions specific to this program and instructions for your doctor. This option is particularly helpful/important for those on controlled medications such as ADHD medications. Please work with this pharmacy as others will not be able to provide it packaged for children.

- Amazon pill pack - <https://www.pillpack.com/>
- Divvydose by Optum - <https://www.divvydose.com/>
- If your camper is on Medicaid insurance, please use your local pharmacy to pre-pack as PackMyRx will not accept this insurance. If issues arise with your local pharmacy, please email stephanie.kassels@campbelknap.org >30 prior to your session start to discuss options for filling your prescriptions.
- Please inquire with your pharmacist, many local and independent pharmacies have the ability to pill pack.
- You are responsible for bringing the medication as outlined in this document to camp on check-in day unless you are using PackMyRx, in which case the company will send them to camp the week prior to your camper's arrival.

2. Pills must be packed in one packet/pouch per dispensing time. Please try to avoid blister packs.

- Dispensing times are: Breakfast (7:45am), Lunch (12:45pm), Dinner (5:30pm), Bedtime (8:45pm) (You may list the time or meal or both on the packaging.)
- Name, medication, date and time of day to administer should be on package. If the name or specific date is not on each individual pill pack, please bring the 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 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 of an exception - your child takes a daily medication (such as Zyrtec) and no other medications (make sure it is listed on the camper's physical exam signed by the physician). If the camper takes more than one medication, it is required that you have the pharmacy package the medications, regardless if they are over-the-counter or prescription.
4. **We recommend that you try using the pill packing pharmacy prior to the refill for camp.** Remember that generally a prescription can only be filled every 30 or 90 days, so you will need to fill your prescription for camp maybe within a week or two prior to camp.

Requirement for medications that are not pre-packed pills:

Examples of medications that are not pills and do not need to be pre-packed:

Injectables (insulin, growth hormone), inhalers, nasal meds (e.g. Flonase), eye drops, ear drops, and creams. If you are unsure, contact adminCB@campbelknap.org.

1. **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.
2. **Please avoid liquid medication**, if it's possible to get the medication in pill form. Pills can be packed for overnight camping and can be administered right at the cabin in a storm situation, during which campers do not come to the medication station.
3. If your camper has a rescue medication such as an Epi-Pen®, inhaler, glucagon or seizure **rescue medication please provide two.**
4. Also **please avoid gummy versions** of pills as the humidity at camp often causes them to congeal. PackMyRx will not provide gummy versions.

Determining what medications to have at camp:

We ask you to review with your pediatrician what medications are necessary to be taken at camp. Over the years, we have found kids to be successful when they stay on their medications. In particular, we do not recommend a medication holiday at camp for kids on ADHD medications, as camp has a lot of transitions and even though they are not academically learning, they are working very hard.

However, we do not recommend vitamins/supplements: As there are 290 campers and 3 nurses on duty, we ask that you refrain from sending multivitamins or supplements, UNLESS they are prescribed by your child's Health Care Provider and medically necessary/needed during a 2-4 week stay. Vitamins/supplements, if brought, will still need to be ordered through the pre-packing pharmacy.

See the over-the-counter FAQ question below.

Specific information about controlled medication (such as medication for ADHD):

Controlled medications have different pharmacy regulations. If your camper is only taking one medication, then bring that in the bottle (as outlined above). If they have more than one medication they will still need to be packed.

We recommend/request using PackMyRx pharmacy as it allows them to pack it and they are able to work with your insurance on a plan for getting it at the right time to camp. Other pharmacies will not do this. This is the advantage to using the camp packing program.

Check-in day requirements/preparation at home:

1. **The week prior to camp double check that all of your medications are recorded consistently in the following places (see below).** 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. Please make sure all medications you are leaving with us are listed in Camp Doc (including epi-pens, etc).
 - 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.
2. **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.
3. If you are using PackMyRx those medications will be sent directly to camp, and they will be ready to review at check-in with the team. You will not need to bring them. You will still need to ensure that your Camp Doc account matches what you've asked your physician to call in.

Frequently asked questions:

1. Why does Belknap require medications to be pre-packed?

Belknap started requiring pre-packed medications several years ago. With up to 100 campers on medication during a session, this distribution method simplifies the process, helps nurses be better organized and helps avoid potential errors. Also, from experience we have found increased efficiency during check-in day and in the daily routine. This reduces labor for our small health team. This is a safety precaution that we have implemented, and your adherence and cooperation is appreciated.

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

The cost was prohibitive for some families, and we do not want campers to restrict bringing essential medications to camp due to the costs involved. Therefore, we provide the option to use any pharmacy while still providing the option of a company we have used in past - PackMyRx.

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 or one of the listed packing places 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 incorrect.

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

5. My child occasionally 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?

Maybe. The health center has stock medications on hand and will provide as deemed necessary after camper assessment. However, if 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 crème specifically prescribed for him for bug bites), then those should be provided and listed in his Camp Doc record as needed. The as needed medications do not need to be pill packed. If you have 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?

If your camper is only taking one medication, then bring that in the bottle (however you will need to get a vacation override). If they have more than one medication, they will need to be packed using PackMyRx. See instructions above. If not using PackMyRx (if just bringing to camp) you will need to request a vacation override from your pharmacy and insurance company to get the medication sooner to last for the full time your camper is at camp. Or, plan to send/drop off the medication to camp when available.

PackMyRx instructions are below in this document. If you plan to use an alternate pill packing pharmacy, you do NOT need to keep reading!

Instructions Specific for PackMyRx 2026

PackMyRx is an option for pre-packing pills. This particular service is not required to use, but using a pharmacy to provide pill packing is mandatory for Camp Belknap. There is an additional cost for this service, but it can be helpful in some cases. It is particularly helpful/necessary for those on schedule 2 medications such as ADHD medications.

PackMyRx and its pharmacy partner, Paw Paw Village Pharmacy, will dispense your child's medications in convenient multi-dose strip pouches, labeled with your child's name, medication, and instructions.

1. Step 1 - Complete your registration at www.packmyrx.com. If you have used PackMyRx before, your login information should remain the same. Otherwise click on "get started."

It's important to register as early as possible so that PackMyRx/Paw Paw Village Pharmacy can guarantee the timely arrival of medications to camp prior to the session and avoid any late fees and/or expedited shipping fees. **Prescriptions have to be sent at least 30 days before camp starts, directly to Paw Paw Village Pharmacy by your physician. To ensure there is no late fee, your insurance info, prescription and registration must be on file with them by the following dates for each session.**

Session 1 – May 27

Session 2- June 11

Session 3- June 25

Session 4 –July 8

Session 5- July 21

Registration Fees: \$75 per camper (this does not include the cost of any medication). This fee will be charged when you register on the PackMyRx portal.

Medication Deposit: \$100 per camper (for copays, meds not covered by insurance, over-the-counters)

-If your camper's medication costs/co-pays are less than \$100, PackMyRx will refund the unused balance after the summer.

-If your camper's medication costs exceed \$100, the pharmacy will charge the overage to the credit card on file.

Most commercial prescription insurance plans are accepted. Paw Paw Village Pharmacy will bill insurance shortly before camp starts or during camp if necessary. Parents are responsible for all out-of-pocket expenses.

Late Fees: There is an \$85 late fee if registrations are not completed, and all prescriptions and insurance information are not received at least 30 days before camp start date. A \$50 fee will also be charged if your child has any medication changes that require a special shipment in the middle of a camp session or changes to medication occur in the 30-day period prior to camp.

2. **Step 2: Make sure your physician/pediatrician sends all prescriptions into the pharmacy as outlined below.** If you have any questions specific to this company visit the website - <https://packmyrx.com/camp-parents.html>. If you need to make changes to your account, email info@packmyrx.com.

E-Rx, Fax, Mail, or called in to:

PAW PAW VILLAGE PHARMACY

322 E. Michigan Avenue

Paw Paw, MI 49079

Phone: 269-657-6073 **Fax:** 269-655-1643

NPI:1689601916 **NCPDP:** 2332839 **DEA:** AP1690355

Our pouches are labeled:

8:00 AM; 12:00 PM; 4:00 PM; 8:00 PM

It's IMPORTANT to specify a time of day

If "ONCE DAILY" is written, the child will get their medications in the MORNING (8:00 AM)

If medication is taken at an "off time," please specify the exact time (e.g. 3:00 PM)

Prescription Medications (non-controlled substances)

- Prescriptions must be written for 30 days with 1 refill to cover the entire summer.
- Generics will be dispensed unless brands are requested as "DAW" or "MEDICALLY NECESSARY"
- We do not dispense refrigerated products (including insulin), compounded medications, oral contraceptives, Accutane or growth hormone
- Pack My Rx only provides the following gummy medications in individual blister pack cards (all others will need to find a chewable alternative):
 - Natrol Mood and Stress Magnesium Citrate 166 mg
 - Leader Fiber 1.67 g
 - Caltrate Calcium + Vitamin D3 250mg/400 units
 - Natrol Melatonin 1 mg raspberry
 - Natrol Melatonin 5 mg strawberry

Controlled Substance Prescriptions

- Must be sent by either ERx or by mailing the original script(s) directly to Paw Paw Village Pharmacy. ERx's are preferred.

Over-the-Counter Medications and Supplements

- DO NOT REQUIRE A PRESCRIPTION OR SIGNATURE FROM A PHYSICIAN. We will use the information parents list in the registration. Generics will be dispensed unless brands are specifically requested.
- **Special order fee: \$50.00** for any supplements that need to be special ordered that cannot be ordered from our primary wholesaler. One-time fee per child. Examples include: Pure Encapsulations, Nordic Naturals, Thorne, Metagenics, Designs for Health, Douglas Laboratories, Klaire Labs and other similar brands.