

Chesterfield Scout Reservation

Health Officer Procedures

The following procedures shall be followed by the health Care Officer in order to conduct a safe, accountable and professional environment in camp.

Delivery of medication containers. Upon Medical Re-check, the Health Officer is the only person permitted to accept medications from the Leaders or parents/guardians of the Scout. All medications must be in the original containers with prescription labels. Parents and guardians should present the medication at the time of delivery, in a ziplok bag

Duty upon receipt of medication. Medications need to be cross-checked with Medication forms filled out by the parent/guardian to acknowledge: name of medication(s), time(s) to be administered and the quantity of pills in each container. It is recommended each medication contains the exact amount for each day at camp, plus three spare doses.

Medication log. The evening of check-in day a unit-by-unit log of each child and their medication schedule must be prepared. This log should be shared with the Scouts unit leader. The unit leader can assist in monitoring the Scouts trips to the health lodge. Morning medications are distributed after breakfast, evening medications are given after dinner until taps, unless otherwise noted.

Medication authorization log. The authorization to administer medication parent permission forms are kept in a three ring binder and organized for easy reference. At the end of the camping season these records are removed to the council office along with the health logs.

Medication distribution log. A separate written log must be kept to assure Medication Administrations is done timely, regularly and correctly. These logs contain the name of Scout, date and time of distribution. After each Scout receives his medication(s), he signs the log himself with date and time. This log is reviewed after each morning/evening to make sure all Scouts who require medication have received it. Each day the unit leader must verify with the health officer that the schedule has been kept.

In the event a Scout misses medication. Should a Scout miss a dose of medication, the Health Officer is to contact the adult in charge as soon as possible and notify of the occurrence. Should a Scout miss a dose or refuse medication, the parent is notified as soon as possible. If the parent gives permission for the Scout's discontinuation of medication while in camp, he/she must fax a signed statement consenting to the change. If a Scout refuses medication or misses multiple doses, dismissal from camp is a consequence.

Privacy upon distribution of medication. At the time of distribution of medications, only one Scout is permitted to be in the examination room of the Health Lodge. This is to assure confidentiality for the Scout.

Camp Director confirmation. The camp Director will confer with the Health Officer daily to confirm that all medications have been distributed.

Storage of Medication. Medication shall be stored at all times in the following manner:

- Medications are separated by campsite containers and stored in the locking wall cabinet.
- Medications requiring refrigeration are stored in the refrigerator inside the examination room and locked.
- Scouts requiring specific emergency medication such as an inhaler or epi-pen are permitted to keep the medication on him if so instructed by his physician.
- Parents/guardians are encouraged to send medication in a ziplock bag with the Scout's name written in marker. All medications are returned at the end of the session to the Leader or parent/guardian of the Scout.

