



The League for People with Disabilities - Camp & Recreation

1111 East Cold Spring Lane, Baltimore, MD 21239

Fax: 866-306-7424

Camp Director: 410-323-0500 x366 – mbell@leagueforpeople.org

Admin Coordinator: 410-323-0500 x309 – sroutzahn@leagueforpeople.org

Nurse (call/text): 443-970-3164 - bmcmillan@leagueforpeople.org

2021 Updates & General Guidelines for Completing Camp Medical Forms

UPDATES:

As we move forward in preparing for upcoming sessions and programs expect to receive regular emails with updates regarding your camper's medical paperwork status prior to the start of each session.

Our hope with these new processes is to ensure our check-in days are a more fluid experience for our parents/guardians, campers, and staff. Most importantly, we hope to provide better continuity of care and safety for each of our campers.

Individual camper updates will now be provided on an on-going basis as we approach our camp session(s) via email regarding your camper's paperwork needs (expiration dates, missing information, etc).

In each email update you can also expect to receive the following PDF files:

- **2021 GENERAL GUIDELINES & UPDATES**
- **BLANK MEDICAL FORM**
- **BLANK MEDICATION FORM**
- **SAMPLE MEDICATION FORMS (correct and incorrect examples)**

As well as a link to our new YouTube video "HOW TO: CAMP MEDICAL FORMS" (<https://youtu.be/058KhGtIO2s>) which is a visual step-by-step instructional video for completing your paperwork.

This video is almost an hour long however is fully comprehensive and intended to guide you through the entire process of completing your forms. We strongly recommend you print out the above PDF files and follow along with the video, watching it in its entirety at least once.

Once you've watched the video in its entirety, you can use the following time stamps to reference and revisit parts of the video quickly and easily:

- **INTRO & OVERVIEW – 0:00**
- **MEDICAL FORM (Green) – 4:42**
- **MEDICATION FORM (Pink)**
 - ✓ **INCORRECT EXAMPLE – 11:13**

- ✓ CORRECT EXAMPLE with ROUTINE MEDS – 18:58
- ✓ EMERGENCY MEDICATIONS – 27:45
- ✓ CORRECT EXAMPLE without ROUTINE MEDS – 32:03
- ✓ SIGNATURE PAGE EXAMPLE – 33:45
- **MEDICATION ADMINISTRATION RECORD (MAR)**
 - ✓ With ROUTINE MEDS – 34:56
 - ✓ Without ROUTINE MEDS – 42:00
 - ✓ Common MAR Abbreviations – 42:57
- **IMPORTANT REMINDERS & NEW PROCESSES – 45:50**

Please review all of these resources carefully and use them to make updates and changes for your camper as necessary, and of course if you have any questions after you review please don't hesitate to reach out.

GENERAL GUIDELINES:

- Please submit your correctly and entirely completed forms (to include updated forms) by fax or email **2 weeks** prior to your registered session (per policy).
 - ✓ **Failure to do so may leave your camper at risk for not being able to attend their registered session.**
 - ✓ Exceptions will not be made as the health center staff **must** have adequate time to prepare for each session.
 - ✓ **A physician/provider signature is required for all updates!** Their signature gives the nurse(s) legal authorization to administer the change(s).
 - ✓ Updates that require a new form include, but may not be limited to:
 - Dosage changes (ie: 10mg to 15mg)
 - Time administration changes (ie: AM to PM)
 - Discontinuations (ie: D/C'd, no longer taking)
 - Medication additions (ie: new medications)
 - Form changes (ie: liquid to tablet)
- We suggest bringing our blank forms with you to all provider appointments and prefer that you **submit your forms to us via fax or email** as we are now working more remotely as a camp team.
- Both the **MEDICAL FORM (GREEN)** & **MEDICATION FORM (PINK)** **must** be signed by **both** parent/guardian & your camper's provider and will expire after 1 year.
 - **MEDICAL FORM (GREEN)** expires from date of physical;
 - **MEDICATION FORM (PINK)** expires from date of provider signature.

- ✓ These signatures are important and give us permission and authorization to provide care to your camper.
- We suggest making copies of your camper's paperwork and retain for yourself to refer to as needed.
- **Completing MEDICATION FORMS (PINK):**
 - Please review the **SAMPLE MEDICATION FORM & the video, "COMPLETING YOUR MEDICAL FORMS FOR CAMP"**, to guide you and/or your provider(s) in completing this form thoroughly, completely, and accurately.
 - **"See attached" WILL NO LONGER BE ACCEPTED!** This has caused too many inconsistencies and safety concerns in the past and we **MUST have ALL medications/treatments individually listed** on OUR form if they are to be administered while at camp. **NO EXCEPTIONS.** This means no lists from providers, agencies, or handwritten/typed lists from home.
 - Please make sure you review page 2 of our form for further details that may not be listed here or reviewed in the video.
 - Over-The-Counter (OTC), Prescription (Rx), and As Needed (PRN) medications **MUST** be listed on the form. If it is not listed on the form it **WILL NOT** be administered at camp.
 - **STANDING ORDER MEDICATIONS** must be selected if you would like your camper to receive as needed Camp Stocked medications (listed at the bottom of our form) while in our care. Please do not send your own stock if we have it stocked at camp. We carry tablet and liquid formation as applicable based on the needs of our campers.
 - If you would like your camper to receive one of our stocked medications routinely it must be ordered and listed individually on the form and not indicated in the **STANDING ORDER MEDICATIONS** box – this box is purely for as needed use.
 - Liquid formations **MUST** have concentrations indicated on **MEDICATION FORM** in strength per milliliter (ie: mg/ml; mcg/ml; gm/ml). Suspension & solution are interchangeable terms for my use and all liquids will be referred to as a solution (soln) on the MAR.

- Tablets/capsules/pills **MUST** indicate their strength per single tablet/capsule/pill (column #1). Dose per time will be indicated in column #2 on the MEDICATION FORM. (ie: Melatonin 5mg tablet (column #1) – for a total dose of 10mg, 2 tablets would be given (column #2).
- If your camper has an **EMERGENCY MEDICATION** ordered (ie: Epi-Pen, Inhaler, Diastat) on their MEDICATION FORM they **WILL NOT** be admitted to camp if it is not available at check-in. It **MUST** be brought with them to camp if it is ordered.
- **CONTROLLED SUBSTANCES** (ie: Focalin, Methylphenidate, Lorazepam, Diastat, Clonazepam) will require a count at check-in. To make this process more efficient please only pack what will be needed for the time your camper is with us plus 1-2 extra as appropriate.
- Please avoid abbreviations for medications. I am new to your campers as are and will be some of our health staff – do not leave us room to make assumptions about your camper's administrations.
- **It is against Maryland Law to administer AS NEEDED behavioral modifying medications in a community setting for people with special needs and disabilities (ie: Lorazepam 1mg tab PO PRN 1-3x daily for aggression). They can however be routinely ordered and scheduled administrations. If your camper has such PRN orders they WILL NOT be added to our MAR.**

➤ **Reviewing the MAR (MEDICATION ADMINISTRATION RECORD):**

- You will now begin receiving individualized MARs for your camper(s) for each registered session they are to attend. This is the record the health staff uses to administer medications and is what is signed on check-in days. You **WILL NOT** need to sign these forms until check-in day.
- You will need to review and confirm these MARs for correctness (provided by PDF attachment) prior to EACH session via an email response **no later than 72 hours** prior to the start of your registered session. I understand this may be tedious and repetitive for some however repetition and protocol creates safety and that's our number one priority.
- **Failure to confirm or make corrections to the medication list/MAR by the specified date may result in your camper being turned away for the scheduled session at the last minute. This is no fun for anyone involved and we sincerely want to avoid this at all costs!!**

- The Military/24 hour clock is used on our MAR as this is the most safe and effective way to schedule medications and treatments. Below is our regular camp administration schedule and medications may be administered up to an hour before or after the scheduled time as appropriate and based on activities.
 - Breakfast/AM/0830/8:30a; the earliest medications will be administered for the day is 0730. Breakfast is served at 0845.
 - Lunch/NOON/1200/12p
 - Dinner/PM/1800/6p
 - Bedtime/HS/2030/8:30p
 - Off-times as indicated ie. 10:30a/1030, 2p/1400, 5p/1700

We sincerely thank you for your help and understanding as we make these changes and if after you have reviewed this information you still have questions or concerns please do not hesitate to reach out for assistance.

We look forward to seeing you and your camper soon!