



**Lussier Family Heritage Center**  
Dane County Land & Water Resources Department  
Parks Division

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Dear Parent or Guardian:

Thank you for registering with the Lussier Family Heritage Center at the Dane County Parks for one or more Junior Naturalist summer camp program. Our staff are trained and authorized to administer certain prescription and non-prescription (over-the-counter) medications to participants ***when we have proper documentation on file.***

If your child will not need medication during the course of his or her day at one of these camps, then please disregard this notice. If your child will be carrying their own emergency medication (such as an Epi-Pen or inhaler) please continue reading this notice.

**If your child brings to camp an Epi-Pen, inhaler, other prescribed oral or topical medication, or a non-prescribed (over-the-counter) oral or topical medication that may need to be administered during the program, then a Medication Authorization form signed by a parent or legal guardian must be on file.**

Prescription and Non-Prescription Medication Authorization Forms are enclosed. Similar forms used by your daycare, school, or doctor are acceptable if they provide the same information. **Separate forms must be submitted for each medication.**

Blanket authorizations that exceed the length of time specified on the label are prohibited; no medication intended for use by a child in the care of the center may be kept at the center without a current medication administration authorization from the parent. No medications will be stored in our facility beyond the duration of the program.

***Please bring any completed forms and clearly labeled medications with you the day your child attends one of the programs listed above. You may email the completed forms to Lussier Family Heritage Center staff ahead of time.***

The enclosed Administration of Medication Policy describes the responsibilities and procedures for us to work together to ensure the safety of your child. If you have any questions about administering medication to your child during camp, please contact the Education Coordinator or Inclusion Specialist using the contact information listed above.

# Administration of Medication Policy

Lussier Family Heritage Center programs with appropriately trained staff may store and administer medications for program participants under certain conditions:

- Prescribed inhalers or epi-pens or other medications with parent's signed consent
- Non-prescription oral or topical medications with parent/guardian's signed consent

Authorization forms, which require a parent/guardian's signature, are available from leadership staff upon request or in the office.

## Parent/Guardian Responsibilities:

Parent and guardians are responsible for the following:

- Inform program staff upon registration that their child has a prescribed inhaler, epi-pen, or other medication.
- Sign authorization forms before the program start date.
- **Provide the following information:**
  - The child's name, address, and birth date.
  - The drug name.
  - The prescribed dose needed for 1 week camp programming
    - Emergency medication will be sent home daily and need to be returned the next day.
  - The method of administration.
  - The time to be administered.
  - The side effects.
  - The prescriber's name and address.
- Bring Medications in their original container and clearly labeled with child's name.
- Ensure parent/guardians provided medications have not expired.

## Staff Responsibilities:

Lussier Family Heritage Center will ensure the safe administration of medicine to program participants by

- Keeping all medications in a locked box in the office, inaccessible to children. Keys to the locked box shall be accessible only to personnel authorized to administer medication. Medications that are needed in life-threatening situations (such as epi-pens or inhalers) will be carried by the program participant or participants' assigned staff member.
- Train staff in the administration of medications and recording of administration. Training will be good for the duration of one year. Under no circumstances will an untrained staff member be allowed to administer medications.
- Administering medication only in accordance with the prescribed directions.
- Return any unused portion of the medication returned to the parent at the end of the program.
- Document daily medication administration. Documentation of parent/guardian's camp can be provided upon request.
- Notify parent/guardian immediately of any adverse/allergic reactions to ingested medication. The reaction will be documented in the child's record.□
- Record the following information for **Individual administration of medication in pen:**
  - The date the medication was administered.
  - The time it was administered.
  - The dose that was administered.
  - The signature of staff person administering the medication.
  - Any comments
- If a camper has indicated medication on their form but arrives at camp without the medication, administrative staff will contact parent/guardians to inform them and discuss a plan and will document communication. If emergency medication is not brought, administrative staff will contact all listed persons on a camper's profile.