

**Staff Responsibilities**

Medication will be self-administered by camper, but under close supervision by a staff member. Parents shall be notified of any administration errors by telephone. The error will be documented in the child's camp record.

Staff will keep accurate documentation of all medications administered by completing the proper paper work, which will be kept in the program director's files. Individual administration records shall include:

The date the medication was administered.

The time it was administered

The dose that was administered

Any comments

If you have any questions about the administration of medication during camp, please contact the Program Directors.

I have read and understood the above policy put forth by eCamps Summer Programs regarding the selfadministration of my camper's medication.

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Parent Signature Date