



MUNICIPALITY OF

PORT HOPE

Town Park Recreation Centre • 62 McCaul Street, Port Hope, ON L1A 1L2 • Phone 905-885-7908

Medication Form

Camp staff are not medical professionals and are not authorized to administer medication except for Epi-Pens in the event of an emergency. Staff can only support campers with reminders to take medication, store medication and supervise campers while they self administer medication.

Medications Procedures:

- Medication must be in the original prescription container with a legible pharmacy label on it
- Medication must be clearly marked with the child's name on the original pharmacy label
- Medications must have a current date (not expired)
- Medication must be brought to camp staff upon arrival each day to be stored in a locked box – children are **not** to carry medication on them for the safety of all campers. Epi-Pens will be carried by camp staff in their fanny pack for quick access in an emergency
- Medication must be signed in/out by an authorized adult each day
- Children are required to self-administer medications – staff will not be responsible if a child refuses to take their medication. If a child refuses to take their medication, staff will call the parent/guardian
- If a child is unable to self administer, a parent/guardian is required to come to assist the child with their medication
- Camp staff are Standard First Aid trained in administering epi-pens and may administer in an emergency

Child's name: *

Child's date of birth *

Name of the medication: *

Medication expiry date: *

Prescribed by: *

Dosage: *

- Food with dosage
- Water with dosage
- Other

Please provide dosage details:

Potential Side Effects: *

Parent/legal guardian name: *

Phone number: *

I hereby acknowledge that the Municipality of Port Hope Department of Parks, Recreation and Culture staff are not trained medical professionals and will follow the above protocols. *

- Yes

Signature of Applicant *

Date

Under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and in accordance with the *Child Care and Early Years Act, 2014*, personal information, including medication details, is collected for emergency preparedness and to support campers in managing their medications while attending camp. The information will only be kept for as long as necessary to fulfill the purposes for which it is collected. Questions regarding the collection, use and disclosure of personal information can be directed to the Municipal Clerk at 905-885-4544 or clerk@porthope.ca