

MEDICATION ADMINISTRATION FORM



HOUGHTON
UNIVERSITY

Camper Name: _____ DOB: _____

Please have your child's physician fill out the medication administration form and then upload it to your account in UltraCamp. **Medications must be in the original container** and labeled with the patient's full name, the date the prescription was filled, expiration date, directions for use, precautions (if any), storage requirements (if any), dispensing pharmacy (name and address), and name of physician prescribing medication.

Camp nurses are only permitted to dispense medications to the child that is listed on this form by the child's doctor. Designated staff trained by the Health Director may supervise the self-administration of medication. **A physician's signature must accompany each medication. All medications (prescriptions and over the counter) must be turned into the camp health director at time of check-in.**

Physician's Written Orders for Prescription Medications:

Physician's Initials

Do you carry an Epi-Pen? Yes No _____
Do you carry an Inhaler? Yes No _____

Drug Name	Route	Dosage	Schedule				Comments/ Indications	Physician's Initials
			AM	N	PM	HS		

Physician's Written Orders for Non-Prescription Medications:

Over the counter medications- including Allergy Medications/Vitamins/Supplements

Drug Name		Comments/ Indications	Physician's Initials
Supplied by the Camp:			
Tylenol	I give permission for the following OTC medications to be given to the above-named student as needed as per routine dosage for his/her age/weight. Please initial to the right for each approved medication.		
Advil			
Benadryl			
Antibiotic Ointment			
Hydrocortisone Cream			
Antifungal Cream			
Tums/Antacid			
Cough Drops			

Supplied by the Student: Must be in the original container and have the camper's name clearly on the container

Drug Name	Route	Dosage	Schedule				Comments/ Indications	Physician's Initials
			AM	N	PM	HS		

Physician's Signature

Date

*Skip to page 2 to see how to upload this document to your camp registration.

Here are your next steps to complete your registration:



1. **MEDICATIONS** -

- a. Have your doctor complete the attached **Medication Administration** form for all Prescription Medications, Emergency Medications, Vitamins and Over the Counter Medications your child may need at camp.
- b. In your UltraCamp registration account, upload the completed **Medication Administration** form.
- c. In your UltraCamp registration account, record any medications your child will be bringing to camp, the dosage, and the schedule.
- d. Please note - medications must be in the original container and labeled with the patient's full name, the date the prescription was filled, expiration date, directions for use, precautions (if any), storage requirements (if any), dispensing pharmacy (name and address), and name of physician prescribing medication.

2. **IMMUNIZATIONS** - Please follow the instructions below to upload your child's complete immunization record (this is a New York State Requirement for Children's Camps).

3. **INSURANCE** - Please follow the instructions below to upload your Child's Health Insurance Information.

Document Upload Instructions:

You will need to upload 3 files: Medication Administration Form, Immunization Record and Insurance Card:

1. Scan (or take a picture with your phone) all three required documents and save these items to your computer as a .jpg or .pdf files
2. Log into your account at:
<https://www.ultracamp.com/info/sessiondetail.aspx?idCamp=1002&campCode=uDN&idSession=356676>
3. There are three lines in the upper left, click on these lines for the options menus
4. Select "Document Center" in the dropdown menu
5. Choose the camper and click the Select button.
6. Under UPLOAD, browse and find the file
7. Once you've selected your file, click the Upload Document button.
8. On the next page it will ask you to confirm the name of the camper this is For (click on the down arrow next to For), and the name of this Document (click on the down arrow next to Document for options).
9. You will receive a message that your action was completed successfully once the file uploads.

Please note, all of 3 documents must be submitted online to your camp account 2 weeks before the start of camp. Paper copies at registration will not be accepted.