Medication Documentation

This year UCCI will be utilizing your on-line registration account to track medication intake and dispensing. Therefore, if your camper will require <u>ANY</u> medication while at camp (including but not limited to: over the counter allergy meds, ibuprofen, prescription meds and bug bite remedies) please follow the directions below to enter medication and dispensation instructions below. If this form is not completed prior to your arrival at camp, you will be asked to complete it during the registration process. This may delay your progress through registration.
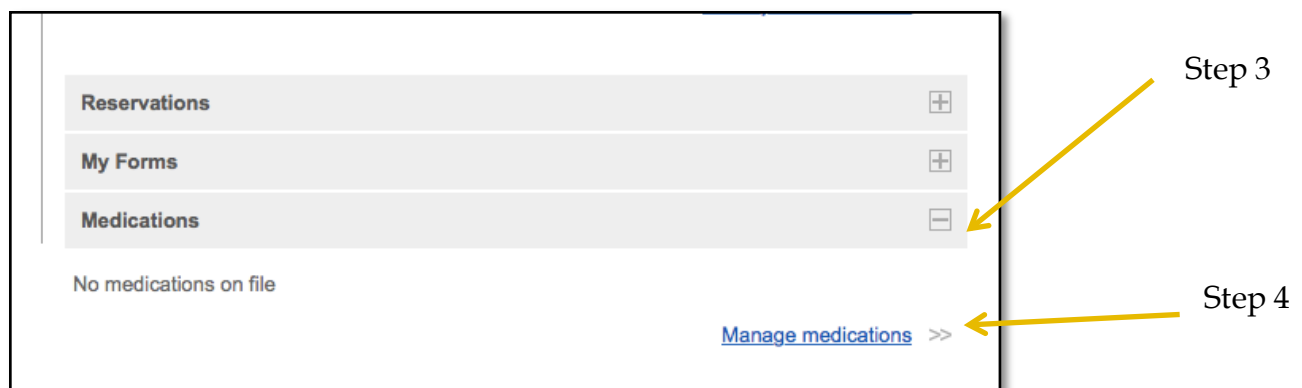
Step 1:
Log in to your family's registration account (where you registered for camp and completed Health and Immunization forms).

Step 2:
Click on the name of the child for whom you are entering medication.

Step 3:
Scroll to the tab that says "Medications". Click the "Plus sign" on the far right-hand side of the page.

Step 4:
Click the hyper-link that says "Manage Medications"

Step 5:

Fill out the "Medication Name" and "Dosage" boxes.

Step 6:

Using the dropbox please indicate the method (route) of administration.

Step 7:

Complete the "Schedule" and "Reason for Medication" boxes

Step 8:
Click "Save Medication"

Repeat steps 5-8 for EACH MEDICATION that your child will bring to camp.

Once all medications are entered proceed to Step 9.

Step 9:

Scroll down and review the "Current Medication" chart. If you need to make changes click "Edit" on the far right side of the page in the section corresponding to the medication that needs changes. Please ensure that all information is accurate and complete including the time meds are to be dispensed.

Step 10:

Once the "Current Medication" chart is accurate, click the "Done Entering Medications" button.

Please call (920-748-6750) or email chris@ucci.org if you have questions or concerns about this process!
Thank you for your help implementing this new process!