

Dear Parents,

We want to ensure that all youth are safe and well cared for during camp. To help with this, we have a clear process for the handling and administration of medication.

Medication coordinator

Sally Swan is our camp medication coordinator. She will be looking after your child when it comes to medication. She will store, dispense, and record all doses.

Medication records

A secure document will be kept with the following details:

- Camper's name and photo
- Year group and cabin allocation
- Medication name, dosage, and required times
- Time medication was administered (or declined)
- Signature of the person administering and a witness

Handing in medication

All medication must be handed in to Sally upon arrival at the church before departure. Medication will remain in her possession for the duration of camp to reduce the risk of medication being lost or shared.

We will also ask you to sign a form, confirming medication details, and giving authorised leaders permission to administer medication to your youth.

Administration

Sally will provide the medication at the required times. If a camper chooses not to take their medication, this will be noted and signed in the record book. Campers will not be forced to take medication.

This process ensures safety, accountability, and accurate record-keeping.

Thank you for your cooperation in helping us keep camp safe and well-organised. If you have any questions about the process, please don't hesitate to contact us.