

August 2019

Dear 8th Grade Parents:

The health service department would appreciate your assistance to assure the process runs smoothly so that your child will receive the best possible care. We would like to clear up any misunderstandings regarding medications at camp. **There are D20, TCA and Ponderosa Retreat and Conference Center policies as well as state laws regarding medication administration for this field trip that must be strictly followed.** Please carefully read and follow the instructions regarding medications that reflect these policies/laws. To assist you, we have highlighted a few points below:

- 1. All over-the-counter medications**, including antibiotic ointments, cough drops, Tylenol, ibuprofen, (exceptions are vitamins, herbal supplements and any homeopathic items not recognized by the state of Colorado) **along with prescription medications, must have a “Permission to Administer Medication” form signed by a prescriptive authority physician (MD,DO, NP or PA). One over-the-counter medication or prescription medication per permission to administer medication form. Without this signed form, TCA will be unable to administer medication or over-the-counter products. Please understand that it is against state law for students to carry and self-administer any of these items.** The necessary form can be found on the TCA website (tcatitans.org), and is also included in the Mountain Lab packet. Click on “Parents”.... “Health/School Nurses”.... ”Health Care Plans” then, “Permission to Administer Medication Form”. Usually, this form can be faxed to your physician’s office for signature, but please call first to confirm this can be done!
- 2.** Prescription medications and other over-the-counter products must remain in the original labeled container. Be sure your child’s name is on the container. (Do not cover the expiration date!) It will be extremely helpful if you place the container in a Ziploc baggie and write your child’s name in the top left corner.
- 3. Please send the medication and signed form to me at the Secondary Health Room no later than Fri., Sept. 6th.** This will give an opportunity to review the paperwork and organize the medications as there are approximately 200 plus students going on this field trip. For last minute health issues or medications, please see the school nurse during Mountain Camp drop off. PLEASE NOTE: Only medications for last minute illnesses treated by antibiotics will be accepted the morning of Mountain Lab.

Please contact me if you have any questions or concerns. I am looking forward to an exciting, and safe, Mountain Lab experience and assisting with the health care needs of your children!

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Important Notes on Medications:

- If medications are already on file with TCA (meaning you have filled out a D20 **Permission to Administer Medication** form), there is no need to fill out the medical form again. Instead, you will only need to write “ON FILE” in large print directly on that permission form.
- Please turn in medications as early as possible to the TCA health room. All medications must be in the care of the TCA health room by Friday, Sept. 7th.
- Keep in mind that there is only one **Permission to Administer Medication** form in the Mt. Lab packet, but you must fill out one med form per medication. So if your student requires three different meds, you must fill out three separate med forms. *See the letter from the TCA nurse for how to access the med form online.*