

DPH Standards for Training Health Care Supervisor in Medication Administration

Each recreational camp must ensure that the health care supervisor(s) (HCS) can meet the health and medical needs of each individual camper. The camp's health care consultant (HCC) must provide training and document the test of competency of every health care supervisor.¹ This training does not need to be submitted for prior approval but must be made available by request or during an inspection.

Training Topics: An approved training will address, at a minimum, the following issues:

1. Confidentiality
2. The Role of the Health Care Supervisor
3. Limits of the Health Care Supervisor
4. Effects and Possible Side Effects of all Medication Administered
5. Steps in Medication Administration
6. Camp Safeguards and Policies

Test of Competency: Each health care supervisor must have a documented test of competency to administer medications. At a minimum, the health care supervisor must:

1. Demonstrate safe handling and proper storage of medication.
2. Demonstrate the ability to administer medication properly:
 - accurately read and interpret the medication label;
 - follow the directions on the medication label correctly; and
 - accurately identify the camper for whom the medication is ordered.
3. Demonstrate the appropriate and correct record keeping regarding medications given and/or self-administered.
4. Demonstrate correct and accurate notations on the record if medications are not taken/given either by refusal or omission and when adverse reactions occur.
5. Describe the proper action to be taken if any error is made in medication administration or if there is an adverse reaction possibly related to medication.
7. Use resources appropriately, including the health care consultant, parent/guardian or emergency services when problems arise.
8. Understand and be able to implement:
 - emergency plans including when to call 911; and
 - appropriate procedures that assure confidentiality.

¹ If HCS is a Massachusetts licensed physician, nurse, or physician's assistant, that certification is evidence of proper training and competency.

Camp Medication Administration Training Checklist: ✓

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| 1. Confidentiality: | | |
| | Importance of not sharing information about campers or medications with anyone unless directed to do so by the HCC | |
| 2. Role of Health Care Supervisor: | | |
| | Administer Medication only by Specific HCC Order to Specific Child | |
| | Follow Instructions on Medication Sheet | |
| | Record Time and Effects Observed | |
| | Reports Any Problem or Uncertainty | |
| 3. Limits of the Health Care Supervisor: | | |
| | HCS may not administer ANY medication without HCC approval | |
| | HCS may not administer ANY medication without parent/guardian permission | |
| | HCS may not administer insulin (unless within scope of practice or in accordance with 105 CMR 430.160(G)) | |
| 4. Effects and Possible Side Effects of all Medication Administered: | | |
| | Describe Effects of Medications | |
| | Discuss Common Side-Effects of Medications (drowsiness, vomiting, allergic reaction) | |
| | Report All Changes that may be side-effects to HCC and Parent/Guardian | |
| | Record All Changes that may be side-effects in log | |
| 5. Steps in Medication Administration: | | |
| <i>5 Rights of Medication Administration</i> | <ol style="list-style-type: none"> 1. Right Camper 2. Right Medication 3. Right Dosage 4. Right Time 5. Right Route | |
| <i>Steps in Medication Administration</i> | <ol style="list-style-type: none"> 1. Identify Camper 2. Read Medication Administration Sheet 3. Wash Hands 4. Select and Read Label of Medication 5. Prepare Medication and Read Label Again 6. Administer Medication and Make Sure Medication is Taken. 7. Replace Medication in Secure Location 8. Lock or Secure Location 9. Document in Medication Log | |
| <i>Steps in Supervising Self-Administration</i> | <ol style="list-style-type: none"> 1. Identify Camper 2. Read Medication Administration Sheet 4. Select and Read Label of Medication 5. Observe Student Prepare and Take Medication 6. Replace Medication in Secure Location 7. Lock or Secure Location 8. Document in Medication Log | |
| 6. Camp Safeguards and Policies | | |
| | Report Any Error to HCC and Parent/Guardian including: <ol style="list-style-type: none"> 1. Camper Given Wrong/Unapproved Medication 2. Camper Refuses Medication 3. Camper Has Unusual or Adverse Reaction Possibly Related to Medication | |
| | Review Camp's Emergency Plan and when to call Emergency Services | |