

# **Black Rock Medication Form Instruction Sheet**

*Please read thoroughly and complete the following steps on the enclosed medication forms.*

1. Fill out the top of the medication sheets with camper's name.
2. Please use ink to fill out medication sheets as clearly as possible.
3. Use the Routine medication form to write all regularly scheduled medications. The PRN (as needed) medication form is for medications that are not taken routinely but are being sent with the camper to be given as needed.
4. Be sure to include ALL medications: prescriptions, over-the-counter medications, eye drops, creams, liquid medications, tablets, etc.
5. Write one medication in each space provided. If additional space is needed, feel free to make copies of either medication sheet.
6. If known, please write both the generic and brand name of the medication.  
Example: Alprazolam (Xanax)
7. If a medication has two different dosages, write the medication in two spaces.  
Example: Depakote    250 mg    2 tablets    8:00 am  
                  (Divalproex)    daily  
  
                  Depakote    125 mg    1 tablets    5:00 pm  
                  (Divalproex)    daily  
If the medication has the same dosage but multiple times, use one line and specify times under appropriate column.
8. Write the total single dosage of the medication in mg, grams, teaspoons, units, etc. as applicable. Also, if it is a tablet, please write the number of tablets to be given at one time. Include the frequency under the dosage.  
Example: 3x/day, daily, etc.
9. Write down all of the times that the medication, at the dosage listed, is given to the camper in the Times column.
10. Please write any specific instructions about the medication under comments. This can include instructions on application or administration or any other important information.
11. DO NOT write anything or make any marks under the Monday through Friday columns. These are for documentation of medication administration by the nurse at Black Rock Summer Camp.

*If you have any further questions about these procedures, please feel free to contact us.*

***THANKS!***