

Dordt Discovery Days Camp Controlled Substances Policy

Purpose:

To ensure the safe handling, accountability, and documentation of controlled substances administered to individuals under our care.

Policy Statement:

Controlled substances will be managed in accordance with legal regulations and best practices to prevent misuse or diversion. A consistent process for check-in, dispensing, and check-out will be followed, with verification and documentation by designated personnel and guardians.

Procedures:

1. 1. Check-In:

- - Upon arrival of a controlled substance to the camp, the nurse and the guardian will:
 - Verify the medication name, dosage, quantity, and expiration date.
 - Count the number of units (pills, mL, etc.) together.
 - Sign the Medication Count Log to confirm the count and proper receipt.

2. 2. Dispensing:

- - Each time the medication is administered:
 - The nurse or trained staff, and one staff member will count the remaining units.
 - The nurse or trained staff will document the amount dispensed, the time and date, and any relevant observations.
 - Both the nurse or trained staff, and staff member will initial the Daily Medication Record to confirm the count and administration.

3. 3. Check-Out:

- - Upon discharge or transfer of the individual, or when medication is being returned:
 - The nurse and guardian will recount the remaining medication.
 - Both parties will sign the Medication Count Log verifying the final count and transfer of responsibility.

Documentation:

All counts and verifications will be recorded in the Daily Medication Record, which will be kept secure and readily available for review by authorized personnel and regulatory agencies.

Review and Compliance:

This policy will be reviewed annually and updated as needed to remain in compliance with state and federal laws governing controlled substances.