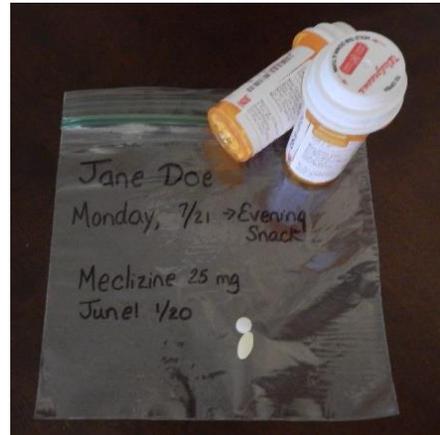All delegate medications must be divided into individual doses. Pills must be packed separately by <u>day</u> and <u>delivery time</u>, out of the original bottles.

Individual dose packaging can be done by some pharmacies (request multi-dose strip packaging). Guardians or social workers may also dose medication for the delegate.

Individual doses should be placed into separate plastic zipper bags (sandwich size or smaller). Each bag must be labeled with the following:

- Delegate's first and last name
- Day, date, and delivery time for the included dose (i.e. Tuesday, 6/25 - Breakfast)
- Name and dosage of all medication included in that single dose (i.e. Adderall 5 mg and Zyrtec D 5/120 mg)

[Exception: Liquid or powder medications should be in their original prescription bottle. A dosing cup that shows accurate measuring lines must be provided.]

For safety and verification purposes, we require that you also bring one dose of each medication in its original prescription bottle. [Exception: Birth control packs may contain more than 1 dose.]

All medications, including inhalers, will be given to staff members during on-site registration. We will verify the information entered on the application with the medications you bring. Notify us at tafcamp@broyhill-leadership.org if any changes need to be made to the medication list submitted on the original application.

If you do not bring your delegate's medication dosed and labeled in this way, a table will be provided for you to complete this at on-site registration.

Staff will distribute medication at breakfast (7:30), lunch (12:00), afternoon (3:00), dinner (5:00), and evening snack (9:30). Please keep these times in mind when you pack the individual doses of medication.

Medications will be locked and secured by our staff for the safety of all delegates. Each dorm will have a staff person assigned to this task, so if a delegate needs a PRN medication (such as an inhaler), they will have access to this at all times.