

PHARMACY SET-UP AND OPERATION

Time Line for Pharmacy (sample)	TIME TO COMPLETE	TIME BEFORE CAMP
	(hrs)	(months)
PRE-CAMP ACTIVITIES		
Inventory medications	8	4.5
Determine medication needs	4	4
Develop database	8	4
Letters to pharmaceutical representatives requesting donations	10	4
Pharmacy staff recruitment (pharmacists and students)	4	3.5
Follow-up telephone calls to pharmaceutical representatives	4	1
Determine need and purchase OTC medications	4	2
Determine need and purchase non-donated Rx medications	4	2
Pharmacy personnel roster to support organization	1	1
Adjust inventory prior to camp	2	0.5
Update and obtain formulary list approval	2	0.5
Approve standing orders	1	0.5
Orient pharmacy personnel	2	2
Clean medication administration boxes	3	0.5
Final parental medication sheet to camp office	2	
Transcribe medication cards	40	0.0
Label medication boxes by cabin	20	0.5
Prepare crash cart	2	0.5
Transport medications to camp	2	0.0
	TIME TO COMPLETE (hrs)	TIME AFTER CAMP (months)
POST-CAMP ACTIVITIES		
Inventory remaining medications	8	1-6
Inventory database	2	1-6
Summarize donated medications	10	1
List contributors for follow-up thank you letters	1	1
Determine storage for donated medications		

MEDICATION DISPENSING - PHARMACY

Pharmacy Set Up

1. Locate the pharmacy in a working area near the health service.
2. All medications brought to camp must be kept in a secure, preferably locked area near where the medication will be dispensed.
3. Locate the pharmacy near hand-washing facilities.
4. Have table space or shelving to organize the camper's medications and formulary items.
5. Keep on hand these non-medication pharmacy supplies:
 - Library [Current Facts and Comparisons, PDR or other appropriate reference(s)]
 - Black or whiteboard, chalk, and eraser or poster board and large size paper
 - Scissors
 - Dispenser of pharmacy tape and two additional rolls
 - Pens
 - Magic markers, various colors
 - Ruler
 - Oral dosing syringes and tips
 - Small plastic dosing cups
 - Crackers
 - Water for drinking
 - Labels
 - Calculator
 - Small envelopes

EXAMPLES OF MEDICATION PRE-PACKAGING

Example 1

1. To save time for the health care staff, the camper's parent can be asked to prepackage each day's medication using small envelopes to correspond to the time and amount given. Thus, all doses will be pre-prepared by the parent for the entire camp period.
2. The parent marks the outside of the envelope with the camper's name, the date, the time to be administered and the content of the envelope.

Example:

- Date
 - Name
 - Medication
 - Strength
 - Directions
3. At camp, the pharmacy staff must check to assure that the labeled medication is the same as that which was provided.

Example 2: Unit dose system with medication boxes

1. Prepare, for each camper, two plastic medication boxes of the same color, with six inside spaces and snap shut cover. On back of each medication box and covered with tape, place one label with the camper's name and cabin.
2. Label some type of large container (e.g. duffel bag or ice cream bucket) with snap shut covers and handles for each cabin.
 - a) Include on labels the cabin name, nurse name, age and sex of campers and, if possible, the counselor's name.
 - b) Store medication boxes in the container specific to the camper group.

Detailed pharmacy procedure using example 2

1. Organize all medications received from home by a camper group (e.g. cabin, age, sex).
2. Label all inhalers and medications with camper's name.
3. On the first day of camp, fill each camper's two medication boxes with the appropriate medication. The second medication box will be used for the second day of camp. Thereafter, the medication boxes can be filled once daily for the next day.
4. Draw up liquids into oral dosing syringes and store in buckets. Label syringes with camper's name, medication dose and time.
5. All medication boxes must be checked by appropriate personnel (RPh, RN) before medication administration or storing for the next day.
6. For an individual camper, the medication boxes, spacer devices, inhalers and oral syringes are then placed in a plastic bag.
7. After bedtime medications are administered, the empty boxes are exchanged for the full medication boxes for the next day.
8. 48 hours before campers leave, check camper's current orders against take-home medications. If camper does not have his/her own supply, fill and dispense enough medication for four days. Carefully label the "take-home" medication supply with clear directions on how to take.
9. 24 hours before campers leave and after medication boxes are filled for the last day, bag all camper's take-home medications.
10. Other supplies can be packed as long as they remain accessible.

Take home medication bags for campers to be picked up at camp can be packed into one box and left in the health service.

GENERAL OPERATIONS - PHARMACY

All medications leaving the pharmacy need to be reviewed by the pharmacist, health services director or medical director. A pharmacist is available at all times during camp.

1. Camper medications brought from home in properly labeled containers
2. Medications organized in pharmacy, first by gender, then by cabin, and finally by camper
3. Each cabin has a medication carrier (duffel bag) to carry camper medications
4. In-out box for new orders
5. Blackboard for communication
6. Medication order processing is done as soon as possible after receiving order