

**CAMP RAMAH IN NORTHERN CALIFORNIA
2019 MEDICATION PACKAGING POLICIES AND PROCEDURES**

Dear Camp Ramah in Northern California Families,

We are excited to work with Sherman's Pharmacy located in Salinas, California for our medication packaging this year. In order to best ensure that camper medications are processed in a timely and safe manner, we ask that you read through this entire document so that you understand this year's process. While there is no "program fee" for this service, Sherman's does require prescription insurance and will charge the insurance co-pay for prescriptions and the going rate for over-the-counter medications.

PLEASE NOTE THAT SHOULD YOUR CAMPER BRING MEDICATION THAT IS NOT PRE-PACKAGED VIA SHERMAN'S PHARMACY OR PROPERLY PACKAGED IN BLISTER PACKS AS LISTED BELOW, CAMP RAMAH IN NORTHERN CALIFORNIA WILL CHARGE A \$100 PER MEDICATION PACKAGING FEE.

If you have Kaiser or Medi-Cal insurance, please skip directly to the Kaiser Medi-Cal Section highlighted in bold at the end of this document.

For all other families, please follow the general timeline and instructions below:

GENERAL TIMELINE:

April 1, 2019: Online camper medical history form due

May 1, 2019 OR ASAP if registering after May 1, 2019: Submit the Sherman's Pharmacy Insurance and Payment Documentation below to Sherman Pharmacy

May 1, 2019: Start of prescription submission period

June 3, 2019: Session I Medication Submission Deadline

June 15, 2019: Session II Medication Submission Deadline

July 1, 2019: Session III Medication Submission Deadline

GENERAL INSTRUCTIONS:

STEP 1) Submit all medication and medical information in the online camper medical history form located in the CampInTouch portal (<https://ramahnorcal.campintouch.com>) **(DUE APRIL 1)**. Please be sure to accurately fill out the medication information portion of this form.

STEP 2) Submit the Sherman's Pharmacy Insurance and Payment Documentation to the following fax: (831) 422-5999 or by calling the pharmacy at 831-422-5988. *Note: this must be received by Sherman's Pharmacy by May 1, or ASAP if enrollment is after May 1, but absolutely no later than two weeks prior to the start of your camper's session at camp.*

STEP 3) Have your camper's doctor submit the requisite prescriptions to Sherman's Apothecary Pharmacy as listed below STARTING ON MAY 1, 2019. *Note: this must be received at least two weeks prior to the start of your camper's session at camp.*

Sherman's Apothecary Pharmacy
1212 S Main St Ste 101
Salinas, California 93901
Phone: 831-422-5988
Fax: 831-422-5999

KAISER/MEDI-CAL INSURANCE:**KAISER/MEDI-CAL TIMELINE:**

April 1, 2019: Submit all medication and medical information in the online camper medical history form located in the campintouch portal (<https://ramahnorcal.campintouch.com>)

June 17, 2019 (Session I Campers)

July 3, 2019 (Session II Campers)

July 16, 2019 (Session III Campers)

Make sure all medications are in camper luggage/brought with campers in blister packs with a single pill and prescription bottle in a baggie labeled as described in the instructions below.

KAISER/MEDI-CAL MEDICATION PACKAGING INSTRUCTIONS:

Please follow the instructions below to package medication using the blister packs:

Video Instructions for packing medication for camp:

<https://www.youtube.com/watch?v=UuTe2HEdagg>

Link for purchasing MONTHLY LARGE BLISTER PACK (pack of 6 for \$9.97)

https://www.amazon.com/gp/product/B077T5LNZ7/ref=oh_aui_detailpage_o00_s00?ie=UTF8&th=1

Step 1: Open packaging. You will find 6 blister packs and 6 sheets. You will need one sheet and one blister pack for each time of day that your child takes medication (i.e., if your child takes breakfast meds only, you will need to use 1 blister pack and 1 sheet for the month; if your child takes breakfast, lunch, dinner, bedtime and off-time meds, you will need to use 5 blister packs and 5 sheets for the month).

Step 2: Once you have the amount of blister packs ready, please label the top of each sheet with the correlating meal/time the medication is given (i.e., breakfast 8-10AM, lunch 11:30AM-1PM, dinner 6-8PM, bedtime 9PM-late, 3PM, 7AM, etc.). Please do not create blister packs with separate times if they already fall within a time frame listed above.

Step 3: Note that the sheet has numbers from 1-31 (indicating the dates of the month). Please start filling each blister pack from the first date your child will be at camp and finish filling until the last day your child is at camp (i.e., if your child is coming for first session, start filling the blister pack at #19; once you reach #30 (indicating the 30th of June), skip #31, and continue filling the pack at #1 until #16 (indicating the 16th of July/last day of camp). ****Make sure the blister pack is upright: the 3 notches should be at the bottom of the sheet and blister pack.****

Step 4: Once you are finished filling the slots and note that they are correctly filled, remove the sticker on the sheet.

Step 5: Carefully line up the notches at the bottom of the sheet and the bottom of the blister packs and stick together. ****Be meticulous to avoid error or spillage.****

Step 6: Label the top of the sheet (in addition to the meal/time the med is given) with the following information about your child: last name, first name, DOB, Edah, medications in the blister package, allergies.

Step 7: Place assembled blister packages in a Ziploc bag with the ORIGINAL BOTTLES WITH THE PRESCRIPTION LABEL WITH ONE PILL LEFT IN EACH CORRELATING BOTTLE. Failure to do so will result in the inability for the medical staff to dispense the medication(s) as it is a liability for camp and a safety risk for your child.