



Dear Friends,

Respite is just around the corner – this means a fun and eventful weekend. Are you ready? As we prepare for another great respite weekend, I wanted to reach out to all participants about the **requirement for pre-set medications for all our participants.**

As the Manager of Respite and Healthcare, it is of top priority we provide participants with the best care and safety. In an effort to advance this value, I am asking for your help in pre-packing participant medications for the number of days the participant will be at camp, plus one additional day, before arrival at check-in.

This method will make the check-in process more efficient for all participants/caregivers and will again ensure the best care and safety of participants. I understand this may be a change, and I thank you for making it a priority for this summer and future programs. We're also here to help! In the following few paragraphs you'll find information and resources to assist with pre-packaging medications.

The first is an external option. True Friends has partnered with an external body to assist you with the pre-package process at no additional cost to the participant. The organization is Genoa, and more information can be found in the supplemental insert with this letter.

Secondly, a pharmacy can assist you with pre-packaging medications. If a pharmacy is pre-packing medications, please ensure all medications for each distribution time are packed in one container.

Lastly, medications can be pre-set by participants/caregivers in medication envelopes clearly marked (in print) with the participant's first and last name, the time the medication should be administered, the name of the medication(s) inside the envelope, and how the medication is taken (i.e. crushed in applesauce). I have included a handful of medication labels and pill-bags that can be used.

Doe, John	FRI AM
Tylenol 500mg	2 tabs
Calcium 500mg	1 tab
Total	3 Tabs
give meds crushed in applesauce	

*Note: in all situations, a **current** medication list from the participant's healthcare provider is required to be present at check-in. Please also make sure that medication bottles are brought to check in for reference. Please allow at minimum one hour processing time if medications are not pre-packaged prior to check-in.

I understand participants have individual needs when it comes to medication administration, however, if it is possible to schedule medications around meal times and at night, please do so. Breakfast is between 8:00 – 9:00 a.m. (labeled as "**AM**"), lunch is 12:00 p.m. – 1:00 p.m. (labeled as "**AFT**"), dinner is 5:00 – 6:00 p.m. (labeled as "**PM**") and participants get ready for bed 8:00 p.m. – 9:00 p.m. (labeled as "**HS**"). If needing times outside of these please clearly label with the correct time.

On the backside of this letter I have provided a "Before Check-in" summary for your convenience.

Thank you for your assistance in helping the True Friends provide the best care and safety for all participants. Please feel free to contact me with any questions or concerns.

In Friendship,
Deborah Allar

Before Check-In:

- Ensure all medications are pre-set. Pre-set medications speed up the check-in process.
- Ensure you have completed all necessary True Friends documentation. You can review this by visiting your CampWise account online, or calling our office – 952-852-0101 extension 0.
 - If you need to complete additional healthcare questionnaires for seizures, diabetes, feeding tubes, catheters, colostomies, suctioning, trachs, or respiratory information, ensure these are mailed at least four weeks ahead of time.
- Bring along a copy of the participant's insurance card and a photo ID (if they have one).
- If you know your participant(s) take controlled substances please only bring enough for the duration of their stay plus one extra day. All controlled substances need to be counted at check-in, each day, and at check-out, bringing the entire month takes longer to count. Please bring this in the original container or bubble pack with the medication order on it.