

Trips R Us

Our Medication Policies

If we will be assisting in dispensing your pre-packaged medication...

You MUST FOLLOW Our Medication Policies EXACTLY (see sample)

Please pay very careful attention!

Trips R Us is committed to providing a safe and enjoyable vacation for our guests. Accordingly, we feel a safe and uniform medication program is necessary to ensure the well being of our guests. Please know that Trips R Us is prohibited from administering medication. Our Policy is that we are able to hand individual their medication that has been pre-dispensed by their family, case/house manager, or legal guardian or blister packed by their local pharmacy. Individuals are well supervised when taking their pre-dispensed medication.

Any individual that arrives with medication not packaged according to our specifications, **WILL NOT** be allowed to attend trip. We ask you to please pay careful attention to all of Trips R Us' critical policies. Trips R Us is not responsible for an individual unable to attend a trip due to medication **NOT** packed according to Trips R Us policies; we cannot offer refunds in these cases.

In response to the changing regulations for group homes and care providers, Trips R Us is trying to be as adaptable as we can regarding medications. Therefore, we now have several options for medication packaging, each of which allows us to depart for a trip with all travelers' medications packaged in the safest way possible.

OPTION #1 – Medication(s) are packaged in blister packs, rolls, grids, etc. by pharmacy. Please have medication packaged in one blister pack for each time individual needs medication (e.g. ALL 8:00 a.m. pills are in 1 blister pack, ALL 4:00 p.m. meds in 1 blister pack, ALL 8:00 p.m. meds in 1 blister pack - providing 3 blister packs for each day of travel). **Please be sure to send an EXTRA Day of medication to allow for unexpected events.** Please be sure individual's blister packs provide the following information and look like this (see picture below) on **EACH INDIVIDUAL BLISTER PACK**...if not you must fill out coin envelope with this information and

place each blister pack in designated coin envelope.

Patient's name is printed on every pill cup for easy identification.

The date and time appear making each dose easy to take correctly.

Our easy-open punch thru label is well suited to the senior population.

A list of contents is included on each cup to ensure accuracy.



BACK of EACH individual blister pack must contain information below and/or look like pictures (above) - some agencies will need to write/include this documentation on coin envelopes.

- INDIVIDUAL NAME**
- Day and Date (e.g. Sunday, July 5th)**
- DISPENSE TIME (e.g. AM, PM, 4:00 p.m., Bedtime, etc.)**

OPTION #2 – Provider or referring party packages medication as indicated (SEE EXAMPLE).

PACKAGING REQUIREMENTS IF NOT IN BLISTER PACKS or NOT SELF-MEDICATING

1. Medication must be pre-packaged by the individual's caretaker or person responsible for individual. We ask that they be in 2x3 coin envelopes by dose, and each envelope marked WITH the Individual's name, day, date, and time of dose, dosage, brief description, and the name of the medication in the envelope (SEE EXAMPLE BELOW).
2. These per-dose envelopes should be placed in a large Ziploc Bag, with any relevant information. Labeled Ziploc Bag should be marked with the individual's FULL name (NO INITIALS). In the case of prescription crèmes, ointments, etc, there should be an index card for EACH dose time and day, filled out exactly the same way as the medication envelope.
3. All medication must be checked with group leader in at the departure point.
UNDER NO CIRCUMSTANCES SHOULD MEDICATIONS BE PLACED IN A TRAVELERS' LUGGAGE.
4. An UPDATE Medication List should be included in Ziploc bag.
5. Special instructions regarding medication (i.e. blood pressure reading, refrigeration, etc.) Must be reviewed with the Trips R Us staff leader prior to approval.
6. Please send an extra 1 day's medication to allow for unexpected events such as spillage, transportation delays, etc.
7. If sending liquids, **PLEASE BE SURE** they are properly sealed, tightly and are wrapped in their own individual plastic bag to eliminate/minimize spillage.
8. If individual requires measured dosage such as Metamucil, MiraLax (e.g. 1 tablespoon, 5 ml, capful) please provide pre-measured Individual LABELED Bags (greatly appreciated if double bagged as contents can sometimes leak out) for every dosage needed.
9. If medication needs to be crushed be sure to send Pill Crusher as well as non-refrigerated items to provide crushed medication in (e.g. applesauce, Snack Cups Pudding) and plastic spoons for **EACH** Medication Dosage; we do not always have access to save items for next dosage, etc.
10. Trips R Us must refuse to accept any traveler whose medications are not packaged according to this policy and we cannot offer refunds in these cases.
11. **Your medication coin envelopes and/or index cards**
Should look EXACTLY like this below:

INDIVIDUAL NAME - John Smith

9:00 am

Sunday July 5th

Pill name 75 mg – 1 small purple capsule

Pill name .25 mg – 3 yellow octagon

Pill name 500 mg – 1 blue & red capsule

SELF-MEDICATING - OPTION #3 – Travelers who are completely handling their own medication regime may arrive with their medication packed in the manner most familiar to individual (e.g. weekly pill boxes, blister packs, pharmacy labeled pill bottles, etc.) They must arrive in a locked container and the individual must be able to understand that the container must be locked at all times when not in use. Also, an extra key **LABELED** with **Traveler's NAME** must be provided to the program director running the trip and must be checked in at the beginning of the trip. Referring parties accept full liability and responsibility for this recommendation, understanding that referring an individual for this method is a **serious commitment**. In referring an individual for this medication method, you are specifically stating that the individual is able to handle their own medication completely, with no assistance or supervision, AND that they are able to keep those medications safely stored to prevent access by any other traveler. **Please be sure to provide an updated copy of medication list in case of emergency we can pass this info on.**