

## Medication Policy

### Medications:

Travelers will be required to return a medication list with times, medications and purpose of medications to Hammer Travel with their registration forms. Hammer Travel must be notified of any medication or medical changes that take place after the forms have been sent to us. Failure to send the registration forms by the due date or to inform us of any changes will result in termination of the trip and no refund will be given. The vacation will also be terminated without refund if we determine that a traveler's medical information or condition was not reported accurately. For the purpose of uniformity, Hammer Travel will not accept any medication list other than the one sent to the traveler.

Travelers will also need to turn in an approved comfort medication list (list of medications that can be purchased over the counter for symptoms that include but are not limited to: fever/pain/discomfort, sore throats, colds, diarrhea, heartburn, etc.) by the due date. Hammer Travel can not dispense any comfort medications without this list. These medications do not need to be brought on the trip unless there is a preexisting condition, or symptoms are frequent enough to be predetermined. If a medication needs to be bought at the destination it will be the traveler's responsibility to pay for it at that time.

Medications are to be placed in the envelopes supplied by Hammer Travel, with the traveler's name, day and time that the medications are to be given, and the name of the medication(s) listed on the envelope. Each day's medications should then be placed in their own zip lock baggie with the day, date, and traveler's name written on it (i.e. all medications for Tuesday should be in one baggie with travel's name, Tuesday, and date (mm/dd) written on it). All medications should then be put into a 9"x 12" zip lock bag (i.e. a plastic storage bag). Prescribed liquid medications need to be in their original containers (with pharmacy label) and in their own zip lock bag. If you are sending comfort medication/s please put them in a separate zip lock bag. Creams, non-prescription liquids, etc., should be placed in their own zip lock bag and placed in the traveler's suitcase. All necessary prescription medications should not be packed in suitcases. Please include any additional relevant information such as, how to apply creams, if traveler takes medication with food, etc.

Medications must be given to Hammer Travel staff at the meeting point, and need to match medication list sent to Hammer Travel with registration materials. If a traveler is responsible for taking his/her own medication "self-medicate" they do not have to turn their medications in to Hammer Travel staff, but must present their medications so that staff can confirm the medications arrived at the destination and that they match the list provided with registration materials.

If a traveler uses a pre-dispensed "medi-set" pill box, then any medication that will need to be administered outside of the hotel/cabin will need to be put into med envelopes.

If you are flying from a location outside of Minneapolis/St. Paul, you must carry your medications with you in a carry-on bag. We are not responsible for any medications that need to be taken prior to check-in with Hammer Travel, including medications need to be taken in-flight, or medications that do not make the destination. If a traveler is flying with liquid medications they must be in separate zip-lock bag, and declared to screening officials at airport security.

#### PRN Medications:

PRN medications given for seizures, anxiety, agitation, etc. should be sent in its original container and given to Hammer Travel staff upon check-in, with clear instruction on when/how the medication shall be administered. Hammer Travel also needs to be notified if a traveler will be arriving under the influence of anxiety medication. If a traveler misses a flight because of anxiety, the traveler, his/her guardian, or care provider will be responsible for any expenses that may accrue, including but not limited to: fees for missed flights, hotel stay, property damage, personal injury, staff expenses, etc...

#### Narcotics/Controlled Medications:

Any medication that is considered to be a narcotic, or "controlled" medication, should be sent in its original container and be accompanied with a record sheet. At Hammer Travel check-in, the trip leader will confirm the amount of medication sent with the traveler and will sign the record sheet along with the person who brought the traveler to the trip meeting point. At the end of the trip, the trip leader will show the medication record sheet to the person picking up the traveler, who will then confirm the amount of medication that was returned by signing the record sheet along with the trip leader.

#### Medical Records:

All travelers must complete a Traveler Emergency Information Form (TEIF) which should also be sent in with registration forms. This form will be provided by Hammer Travel and will include, emergency contact information, allergy information, medical insurance information, etc... Hammer Travel also needs to be made aware of any hospitalizations or communicable illnesses that occurred within 1 year of the trip departure date. Failure to turn in forms by the due date may result in termination of the trip.

#### Protocols:

Any medical protocols (such as seizure, allergic reaction, etc.) will need to be turned in with registration forms. Any PRN medications needed, such as emergency allergy medication, etc. will need to be brought with the traveler and turned in to Hammer Travel at check in. Travelers, their guardians, or care providers will be responsible for any expenses accrued by Hammer Travel because of misinformation pertaining to the traveler's needs. These expenses can include, but are not limited to; staff cost, staff expenses, personal injury, etc.

#### Medical Equipment:

Hammer Travel trips are wheelchair assessable unless otherwise specified. Space is limited for the number of wheelchairs we can take on a trip and extra staffing may be needed. Please call us before booking to be sure space is available, and to determine how much assistance will be needed. Travelers requiring a walker, or who are slow walkers, may be charged an additional fee for extra staff if needed. Hammer Travel does not provide wheelchairs for traveler.

If a traveler uses any type of ostomy or catheter bag, Hammer Travel must be made aware of this and any specific information, such as cleaning, assistance needed, etc. at registration. Hammer Travel may contact the traveler or his/her care provider for person specific training if needed. It is the traveler's responsibility to bring enough supplies (i.e. bags, tape, skin barriers, wipes etc...) for the entire trip. Hammer Travel reserves the right to send any traveler home, at their expense and without a refund, if Hammer Travel is not informed about any required medical equipment.