



April 12, 2023

Dear Family Member/Participant/Guardian/Residential Staff:

South Suburban Special Recreation Association has a “Medication Dispensing” policy in place to ensure the safety and well-being of all participants.

If the participant **does not take medication, the “Medication Dispensing” form does not need to be completed.*

***Please submit a copy of the participants Medical Card or Insurance Card.**

Programs & Special Events

Enclosed is the information you will need to **read and complete** for SSSRA Supervisors to be authorized to distribute medication at programs. **If you self-medicate at SSSRA programs and/or you are your own guardian, you do not have to complete the Medication Dispensing Form.**

The completed form should be returned to the SSSRA office one-week before the program or special event begins. Once the SSSRA office has your form, Supervisors will be authorized to dispense the medication at programs.

Also enclosed are pre-labeled envelopes for you to package the medication. These envelopes are what you must give to the supervisor of the program or special event. Participants will not be allowed to attend the program or special event if medication is not in the provided SSSRA envelope. The Supervisor will send the participant home.

Each envelope may contain only one dosage of one medication. *If there are two medications to be given at the same time, there must be two envelopes.

Overnights or Day Camp

You will need to turn in the medication to the SSSRA office one-week prior to the start date. For week-long trips and Day Camp we ask that you package three extra dosages. Please call the SSSRA office if you need more envelopes. **If you self-medicate on the overnight, and/or you**

are your own guardian, we still ask that you complete and return the Medication Dispensing Form. We will use this information for emergency purposes only.

Sleeping Arrangements on Overnight Trips

- **Please note that participants will be sharing a room with another participant of the same sex. There may or may not be a staff assigned to every room.**

If you have any questions, please contact the SSSRA office at 815/806-0384 and ask to speak with Heather Specht.

We thank you for your time and cooperation in this important matter.

Sincerely,

Heather Specht, MS, CTRS

Heather Specht, MS, CTRS
Superintendent