

CAPP 79-10

8 April 2025



Cadet Medication Management



Photo credit TXWG MOTS 2024

NATIONAL HEADQUARTERS CIVIL AIR PATROL

Table of Contents

Preface	4
Overview	4
HSO or Designee Event Role	4
CAP Health and Registration Zone Integration	5
Part 1: Pre-Activity Preparation	6
1.1. Consult with Wing/Region Legal Officer.....	6
1.2. Appoint Health Services Officer or Designee.	6
1.3. Select Medication Management Method.	6
1.4. Review and Report Medical Information.	6
1.5. Prepare Equipment.....	6
1.6. Familiarize with Medications.....	6
1.7. Plan for Departure	6
Part 2: Pre-Activity Communication	7
Part 3: During the Activity Tasks	8
3.1. Check Quantities.	8
3.2. Conflict Dosing Information.....	8
3.3. Secure and Store Medications.....	8
3.4. Timing for Self-Administration of Medication.	8
3.5. Log Medication Administration.	8
3.6. Handle Severe Reactions.	8
3.7. Communicate Refusal of Medication.....	8
3.8. Treat Minor Illness or Injury.....	8
Part 4: Post-Activity Actions.....	9
4.1. Provide Individual Cadet Medication Logs.....	9
4.2. Return Medication.	9
4.3. Destroy or Return Health Records.....	9
4.4. After Action Review	9
Attachment 1: Sample Parent Email or Letter for Medication Management	10
Attachment 2: Sample Medication Administration Record Log (Front)	11
Attachment 3: Frequently Asked Questions.....	13

Preface

This Civil Air Patrol pamphlet provides commanders, project officers, and event Health Service Officers (HSO) with best practices for managing cadet medications during overnight CAP activities. It is not for use during activities of shorter duration (e.g., half-day, one day). This pamphlet does not apply to the personal medication management of Senior Members attending overnight CAP activities.

Overview

Applicability. This pamphlet provides commanders, project officers, and event Health Service Officers (HSO) with an effective and efficient approach to managing cadet prescription or non-prescription medications, herbals, vitamins, or supplements at CAP overnight activities.

State Law and Regulation. State laws or regulations must be adhered to, regardless of the guidelines outlined in this pamphlet. However, where state law is less restrictive than these guidelines, adhering to these guidelines will ensure sound risk management principles are applied.

In accordance with CAPR 160-1 (I), OPERATION OF THE CAP HEALTH SERVICE PROGRAM, Section 4-2.

- a. The wing legal officer will research applicable state laws on an annual basis. If no deviations are noted a wing supplement is not required. If state law requires deviation from the general rule of this regulation, the wing, in consultation with appropriate CAP health and legal professionals, shall adopt a supplement to this regulation specifying to what extent the general rule must be altered to comply with its state laws and regulations. This supplement must be approved by the NHQ/GC and CAP/HS.
- b. For national and regional activities, the supplement of the host wing, if the wing has published such a supplement, will be used for the activity, unless an activity specific supplement or policy is approved.

HSO or Designee Event Role

Below is an abbreviated duty description for the event Health Services Officer (HSO) or designee at overnight activities:

- Receive, appropriately label, and securely store all received medications.
- Identify and document the presence of rescue medications and/or hormonal medications carried by cadets, and train applicable activity staff on administering these medications in emergencies when a cadet is unable to self-administer.
- Retrieve each cadet's medication container from secure storage and distribute it to the cadet at designated times.
- Supervise cadets as they self-administer their medications, ensuring the HSO or their designee is present, and maintain a log of all self-administered medications.
- Contact parents or guardians in cases when the cadet does not show up at the appropriate time for medication self-administration, or when there are lost, damaged, contaminated, or refused medications.
- Ensure all groups leaving the facility for an extended time have necessary medications, and that adult leaders understand cadet self-administration and medication logging procedures.
- Utilize the National Operations Center (NOC) for urgent questions. A member of the Health Services Advisory Team (HSAT) is always on call, reachable at 888-211-1812.

CAP Health and Registration Zone Integration

CAP Health, in partnership with Registration Zone, is an essential risk management tool that enables activities to identify and prepare for health needs, support cadet medication management, dietary restrictions, allergies, accommodations, and submit incident reports. Activities with an overnight component can utilize CAP Health to have access to the following reports and medication tracking logging. Overnight events created in Registration Zone should add an HSO or designee to the Event Role tab in Manage Events to provide medical health record access for registrants to the assigned HSO or designee.

CAP Health Menu

🏠 Medical Administration

[Medicine Providing](#)
[Pending Update Requests](#)

📄 Reports

- [Accommodations Report](#)
- [Allergies Report](#)
- [Allergy Accommodation Summary](#)
- [Daily Medication Report](#)
- [Downloads Report](#)
- [Fitness Category Report](#)
- [Incident Report](#)
- [Incident Report By Event](#)
- [Medical History](#)
- [Medical Record Completion](#)
- [Medicine Self Administered Log](#)
- [Transaction Report](#)

CAP Health Medication Entry and Tracking Example

Medicine Administration

Photo	Name	CAPID	Gender	DOB	Medicine Self Administered	View Medications
	Goals , Big	708144	MALE	22 Sep 2007	<div style="width: 100px; height: 10px; background: linear-gradient(to right, green 40%, grey 40%);"></div>	View Medications

Goals , Big medications for 3/19/2025
✕

ADVIL (IBUPROFEN TABLET COATED) - OTC

Interval	Dosage	Updated By	Self Administered?	Notes	Update
Breakfast	200mg	Megan Ithappen	<input checked="" type="checkbox"/>		<input type="text"/> Update
Once A Day	200mg		<input type="checkbox"/>		<input type="text"/> Update

Close

CAP Health Daily Medication Report Example

Daily Medication Report

🔍 Search Criteria

Organization:
 Unit Only
 (or) Event:

Cadets Only

View Report
Export Data
Start Over

Breakfast

Show entries Search:

Full Name	Member Type	Medicine Name	Dosage	Self Administered	Entered Into System	Time Self Administered
Big Goals	CADET	ADVIL (IBUPROFEN TABLET COATED) - OTC	200mg	True	Tammy Hallihan	3/19/2025 1:04:20 PM
Major Goals	CADET	CHILDRENS ZYRTEC (CETIRIZINE HYDROCHLORIDE) - OTC	5mg/5mL	False		

Part 1: Pre-Activity Preparation

Task	Reference	Timeline	Completed
<p>1.1. Consult with Wing/Region Legal Officer. Ensure state laws regarding youth medication management in your state (which may override guidance in this pamphlet and it's reference regulations) are understood and followed.</p>	CAPR 160-1 (I) 4-2.	60-90 days from activity start	
<p>1.2. Appoint Health Services Officer or Designee. Appoint a health services officer (HSO) or designee at the beginning of activity planning. Ensure the HSO or designee is assigned in Registration Zone Event Roles if using CAP Health.</p>	Best practice	60-90 days from activity start	
<p>1.3. Select Medication Management Method. Decide whether to CAP Health or the hardcopy CAPF 160 (I) and CAPF 161 before registration for the event opens. If using CAP Health and Registration Zone, set a registration prerequisite for the "Require Medical Profile Complete". It is recommended to collect the CAPF 163 in advance to allow for the treatment of minor illnesses and injuries.</p>	CAPR 160-1 (I) 5-1. d.	60-90 days from activity start	
<p>1.4. Review and Report Medical Information. Access cadet member health online records or forms in advance of the activity. Review medication storage needs. Identify accommodations, allergies, and fitness categories; ensure activity staff are well-informed and prepared.</p>	Best practice	3-4 weeks from activity start	
<p>1.5. Prepare Equipment.</p> <ul style="list-style-type: none"> Secure storage of cadet medications in a lockable storage closet, cabinet, or other secure location. Prepare sufficient separate plastic bags or boxes to store cadet medication(s) in a labeled (name and CAPID), orderly fashion, generally alphabetized, into the storage location. Prepare electronic or hard copy medication logs (see Attachment 2 or use CAP Health). Ensure the security of the log. Plan for refrigeration for medications that require refrigeration 	CAPR 60-1 2.3.6 and CAPR 160-1 (I) 4-1. d.	30-60 days from activity start	
<p>1.6. Familiarize with Medications. HSOs, designees, and activity staff members who supervise cadets taking medications should make themselves aware of the potential for severe reactions and become familiar with the operation of the cadet's particular device or requirement.</p>	Best practice		
<p>1.7. Plan for Departure. Work with activity staff on a departure plan to ensure all medications and copies of medication logs (see Part 4) are returned to the cadet and their parent/guardian. See Part 3 to help with planning.</p>		30-60 days from activity start	

Part 2: Pre-Activity Communication

Communicate with the cadets' parents and/or guardians as soon as the event attendee list is finalized, to ensure adequate time to complete the health forms and ask questions. Communicate the following information (see Attachment 1 for sample letter):

- Original Containers Use. CAPR 160-1 (I) 4-4.
- Necessary Quantities.
- Rescue Medication Procedures. CAP 160-1 (I) 4-1. c.
- Cadet Self-Administration. CAPR 60-2 2.3.6
- Inability to Self-Administer Medication. CAPR 160-1 (I) 4-1. b.
- Guidance on Starting a New Prescription Medication.
- Guidance on Changes in Medication prior to Activity.

Part 3: During the Activity Tasks

Task	Reference	Timeline	Completed
<p>3.1. Check Quantities. At check-in, ensure cadets brought enough medication or supplements for the duration of the activity, to include travel time to and from the event, plus two additional days.</p>	Best practice	Day 1	
<p>3.2. Conflict Dosing Information. Contact the parent or guardian to address any discrepancies between provided dosing instructions and the medication packaging, and document the resolution. Update changes in CAP Health or on the Medication Administration Record (see Attachment 2)</p>	Best practice	Day 1	
<p>3.3. Secure and Store Medications. Store and secure medications surrendered at registration in a labeled plastic bag or box, and store in a secure location, accessible only to the HSO, designee, and activity leadership. Make a plan for any off-site activities.</p>	CAPR 60-2 2.3.6	Event Duration	
<p>3.4. Timing for Self-Administration of Medication. Ensure the cadet and appropriate staff are aware of the cadet’s prescribed medication-taking times.</p>	CAPR 60-2 2.3.6	Event Duration	
<p>3.5. Log Medication Administration. Maintain a medication administration log by using CAP Health or a digital/hardcopy for each cadet. Include all medications or supplements, scheduled self-administration times, actual administration times, and any refusals or missed doses. Note any dropped or damaged medications. See Attachment 2 for a sample Medication Administration Record.</p>	CAPR 60-2 2.3.6.1	Event Duration	
<p>3.6. Handle Severe Reactions. Assist the cadet in administering rescue medication. This may include treatments for anaphylaxis, asthma (using a bronchodilator inhaler), or diabetic hypoglycemia (using sugar augmentation). Facilitate appropriate follow-up care and parental communication.</p>	CAPR 160-1 (I) 4-2. c.	Event Duration	
<p>3.7. Communicate Refusal of Medication. Immediately notify a cadet’s parent or guardian if the cadet refuses their prescribed medication. Follow up with an email summarizing the change, consent, or refusal, copying the activity director, and requesting a reply from the parent or guardian.</p>	Best practice	Event Duration	
<p>3.8. Treat Minor Illness or Injury. Obtain permission from the cadet’s parent or guardian for any non-prescription medications through verbal parental permission or CAPF 163. Follow up with an email summarizing the change, consent, or refusal, copying the activity director, and requesting a reply from the parent or guardian.</p>	CAPR 160-1 (I) 4-5. b.	Prior to the event or during the event	

Part 4: Post-Activity Actions

Task	Reference	Timeline	Completed
<p>4.1. Provide Individual Cadet Medication Logs. Email individual cadet medication logs to the parent/guardian at the end of the activity. If printing is available, include a printed copy with the cadet's medication bag/box. CAP Health provides printable medicine log records.</p>	Best practice	Day of activity completion	
<p>4.2. Return Medication. Return the bag/box of medications to the cadet and their parent/guardian at the end of the activity. Plan for early departures and ensure no cadet/parent/guardian leaves without checking in with the HSO or their designee to take home their medication. Medications can be returned directly to cadets if they are over the age of majority, traveling home on their own, or traveling home via carpool or squadron van.</p>	Best practice	Day of activity completion	
<p>4.3. Destroy or Return Health Records. Delete downloads and destroy health records at the end of the activity or event unless needed for legal or insurance purposes whether stored on computer or hard copy, unless returned to the member or the member's parent or guardian.</p>	CAPR 160-1 (I) 3-1. a. and 3-5.	Upon activity completion	
<p>4.4. After Action Review. Document successes and challenges and share them with the activity staff for future planning.</p>	Best practice	Within one week of the activity end	

Attachment 1: Sample Parent Email or Letter for Medication Management

Dear Parents and Guardians,

Thank you for registering your cadet for [Activity Name], which will take place from [Start Date] to [End Date]. This is an overnight experience and per our regulations (CAPR 60-2) CAP must have our adult leadership store and provide, as needed, all prescription, non-prescription, herbals, vitamins, or supplements (except rescue medications and/or hormonal medications) for cadets.

To ensure a smooth and safe event, we would like to provide some important guidelines regarding medication management.

Original Containers

Please ensure that your cadet brings all prescription medications, non-prescription medications, herbals, vitamins, and/or supplements in the original purchased or dispensed packaging or containers.

Quantities

Your cadet should bring enough medication for the entire duration of the activity, including travel time to and from the event, plus an additional two days' supply.

Rescue Medication Procedures

Rescue medications, such as inhalers and epinephrine auto-injectors, should always remain with your cadet for emergency use.

Cadet Self-Administration

Cadets will self-administer their medication as prescribed under the direct observation of an Adult Leader. They will report to the Health Services Officer (HSO) or designee at the appropriate times to receive their medication for self-administration. The HSO or designee may assist in accessing the necessary dosage.

Inability to Self-Administer Medication

If your cadet is unable to responsibly self-administer their medication or supplements, please consider postponing their attendance until they can do so successfully.

Starting a New Prescription Medication

If your cadet is starting a new prescription medication, it should be taken for at least two weeks prior to the activity start date to identify or avoid potential side effects.

Changes in Medication Prior to Activity

Significant changes in medication should generally be avoided within two weeks of the activity. If changes are necessary, please include communication from your cadet's physician during registration or at check-in.

We appreciate your cooperation in following these guidelines to ensure the health and safety of all participants. If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you once again for your support and for entrusting us with your cadet's care.

Sincerely,

Attachment 2: Sample Medication Administration Record Log (Front)

ACTIVITY MEDICATION ADMINISTRATION RECORD

NAME:	Physician Name:	Parent Name:	Physician Phone:
CAPID:	Parent Phone:	Does Cadet have prescribed Emergency Medication:	Emergency Medication Type:
Allergies:	<input type="checkbox"/> YES <input type="checkbox"/> NO THIS WILL BE KEPT IN THE RIGHT CARGO POCKET AT ALL TIMES	<input type="checkbox"/> EPI Pen <input type="checkbox"/> Metered Dose Inhaler <input type="checkbox"/> Other (Specify):	
<i>The information contained in the form is correct and accurate and reflects those medications that have been prescribed by my child's physician.</i>		Signature and Date: Parent or Guardian	
COMPLETED BY ACTIVITY STAFF:		Flight/Cohort:	
Training Officer:	TO Phone:		

PRESCRIPTION AND OTC MEDICATIONS: (List all Prescriptions, OTC, or supplements taken by cadet)						
Medication Name/Dose/Route/Frequency:	ADMIN TIME	DATE (MM/DD)	DATE (MM/DD)	DATE (MM/DD)	DATE (MM/DD)	DATE (MM/DD)
MEDICATION TURNED IN MATCHES ABOVE: <input type="checkbox"/> YES <input type="checkbox"/> NO						
MEDICATION TURNED IN MATCHES ABOVE: <input type="checkbox"/> YES <input type="checkbox"/> NO						
MEDICATION TURNED IN MATCHES ABOVE: <input type="checkbox"/> YES <input type="checkbox"/> NO						
MEDICATION TURNED IN MATCHES ABOVE: <input type="checkbox"/> YES <input type="checkbox"/> NO						

ADD ADDITIONAL PAGES AS NEEDED

Sample Medication Record Log (Back)

ACTIVITY MEDICATION ADMINISTRATION RECORD

PRESCRIPTION AND OTC MEDICATIONS: *(List all Prescriptions, OTC, or supplements taken by cadet)*

Medication Name/Dose/Route/Frequency:	ADMIN TIME	DATE (MM/DD)

MEDICATION TURNED IN MATCHES ABOVE: YES NO

Medication Name/Dose/Route/Frequency:	ADMIN TIME	DATE (MM/DD)

MEDICATION TURNED IN MATCHES ABOVE: YES NO

DOCUMENTATION OF OMITTED OR MISSED DOSE:

MEDICATION	DATE/TIME OF DOSE OMITTED/MISSED	REASON:	HSO INITIALS

COMPLETED BY ACTIVITY HEALTH SERVICES OFFICER:

HS IN PROCESSING DATE:	HS OUT PROCESSING DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NA Medications Have Been Reviewed, Labeled, and Secured	<input type="checkbox"/> YES <input type="checkbox"/> NA Medications and MAR returned to cadet
<input type="checkbox"/> YES <input type="checkbox"/> NA Cadet in possession of Emergency Medication	<input type="checkbox"/> YES <input type="checkbox"/> NA Cadet in possession of Emergency Medication
<input type="checkbox"/> YES <input type="checkbox"/> NA Training Officer or Mentor is Aware of Health Needs	<input type="checkbox"/> YES <input type="checkbox"/> NA Training Officer or Mentor has validated return of medications
<input type="checkbox"/> YES <input type="checkbox"/> NA Parents contacted for any discrepancies	<input type="checkbox"/> YES <input type="checkbox"/> NA Copy of MAR has been digitally retained

HSD SIGNATURE: _____

TO/MENTOR SIGNATURE: _____

Attachment 3: Frequently Asked Questions

1. Isn't it against regulation for CAP to dispense, prescribe, or administer Prescription Medications?

This medication management approach does not resemble pharmacy services. CAP members do not prescribe, dispense, or administer medications, except in emergencies where a cadet is unable to self-administer (e.g., using an epinephrine auto-injector). CAP's role is limited to securing appropriate quantities of prescription or non-prescription medications brought to overnight activities and making them available to cadets according to the directions provided by their medical providers.

2. What constitutes appropriate measures to secure medications? Does our activity require a vault or other large safe?

It is important to understand that securing medications means placing them in a centralized controlled area that limits access to them from non-essential personnel or cadets. This can be achieved by placing them in a locked tackle box, a lockable cabinet or closet, or other similar facility that provides limited controlled access. In some circumstances, there may be a requirement for refrigeration for specific medications, such as insulin. Similarly, a locked tackle box inside a fridge would suffice. In these cases, working collaboratively with activity staff can facilitate securing these types of medications.

Placing medications in a plastic tub or box, in alphabetical order, then leaving them under a desk in a common area like a staff work room, or dining facility would be prohibited while placing medications in a plastic tub or box, in alphabetical order (or by unit for larger activities), and securing them in a lockable closet or storage area that has limited access in the staff work room, or dining facility would be acceptable.

3. What happens if a group goes off site for a portion of the event?

The HSO or their designee should be informed of any off-site excursions and whether medications will need to be taken during these times. If medication is required, an adult leader accompanying the group will act as the HSO's designee. This designee will be briefed on the cadet's medications and the use of the medication log. The supporting adult will log the self-administration of the medication. Medications must remain secured, potentially using solutions like a locking bank pouch that fits into a backpack. Upon returning from the event, all medications and logs should be handed back to the HSO for secure storage.

4. Isn't it illegal for activity staff to take possession of prescription medications?

Most state laws regarding possession of controlled substances by someone other than the prescribed individual apply when there is malicious intent, such as selling, distributing, or providing them to others. Wing legal will be the expert for your state's guidance. In CAP's case, we are securing the medications with consent and providing them to the cadet to allow them to take their medications at the prescribed times. It's important to remember that CAP members act "in loco parentis" for cadets during activities. By completing health services and other activity forms, parents and guardians have made an informed decision and consented to our role in managing and safeguarding their cadet's medications to ensure their safety.

5. What level of staffing is necessary to accomplish this?

Receiving, securing, retrieving, and providing medication (in labeled containers) to cadets for their self-administration does not require advanced health care training. This is primarily an administrative role and requires similar skills to those needed by many other roles in CAP (i.e. registration, documentation of achievements, etc.). Providing the medication for self-administration should be overseen and supervised by a Health Service Officer or designee and can be delegated to trained members by these positions.

6. What if the cadet is over the age of majority, isn't it illegal to make them turn over their medications if they do not want to?

No, participation in CAP activities by cadets is voluntary, including those cadets over the age of majority. By agreeing to attend the activity, the cadet is agreeing to adhere to the rules and regulations that apply to all cadets, regardless of age.