

WESTERN PLACER UNIFIED SCHOOL DISTRICT

600 Sixth St, Suite 400, Lincoln CA 95648
Ph:(916)645-6350 • Fax: (916)645-6356

Board of Trustees: Paul Long
Brian Haley
Paul Carras
Kris Wyatt
Damian Armitage

Superintendent: Scott Leaman

Date: _____

Dear Parent/Guardian,

As your student's upcoming field trip approaches, we'd like to give you information about administering medication while away from school. For any medication to be administered by a school employee, we must have signed doctor's orders. This applies to both prescription and over-the-counter medication (such as Tylenol, Benadryl, Dramamine). Keeping student safety in mind, teachers are trained by the district nurses prior to field trips to properly give medication. If your student may need medication on their upcoming field trip, please have the enclosed forms signed by their health care provider. Medications and signed forms can be brought to the health office starting one week prior to the field trip. Medications will not be accepted without signed orders from the student's health care provider. Please see detailed information below:

What if my child has medication at school already?

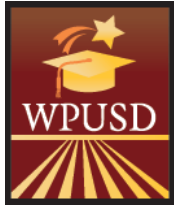
Medication that is already kept at school and given on an as-needed basis, such as Epi-Pens, Benadryl, inhalers, TUMS, or Tylenol, ***will be taken on the field trip unless we are notified otherwise***. The morning of the field trip we will take your child's medication directly from the health office. Upon return to the school the medication will be delivered back to the health office.

Daily medications that are already kept and administered at school, please bring an additional pharmacy-labeled container to the health office prior to the field trip. Your child's pharmacy should be able to provide this. We will use the medication stored at the health office, but we will only send the exact amount of medication necessary for the field trip duration. The additional pharmacy container will be used to transport the medication. The spare medication bottle will be returned to you after the field trip.

Care plans that are at school already will be photocopied and sent along with medication.

What if I want to send medication 'just in case' my child needs it (such as Tylenol for pain, Dramamine for motion sickness, etc.)?

You are welcome to send these medications, along with doctor's orders. Most physicians are very understanding of the school policies requiring doctor's orders even for over-the-counter medications. ***Please complete the "WPUSD Administration of Medication" form***, and have your students' health care provider sign as well. You may



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drop medications and completed forms off in the front office beginning one week prior to the field trip.

*****Unless the student has been authorized to carry his or her medication, as noted on the Administration of Medication Form, it MUST be turned into the office or designated staff member prior to the field trip.** All medication will be kept in a lock box and kept with the designated school personnel at all times.

Additional health forms may be required by the specific field trip site, and will be made available to you as required. The attached forms are specifically required by our district. These forms are also available online at the WPUSD website, by navigating to "Parent Resources" then "Nursing News & Health Forms". If you have any questions, please contact the front office of your child's school.

Thank you for your consideration,

Sara Hodgen, RN and Jessica Rogers, RN
WPUSD District Nurses