

Old Trail School

Medication Guidelines for Overnight School Field Trips

Guidelines for medication administration during overnight school trips will follow our General School Policy for the administration of medication to students.

Acetaminophen, Ibuprofen, and Chewable Antacid tablets (Tums) may be administered at the discretion of the chaperone or advisor with completion of the parent/guardian consent form that parents completed before the start of the school year. The administrator in charge of the trip will have a supply of these over-the-counter medicines that he or she can give students.

Other Over-The-Counter medications may be given to students as long as the appropriate medication administration form has been completed by the parent/guardian.

All other medications, including prescription and self-administer emergency medications require a prescription medication administration form to be completed and signed by a physician as well as signed by a parent/guardian. Medication administration will be provided by a teacher(s), or other designated School employee. Each designated individual will have participated in Medication Administration for School Personnel training. Any medication to be administered to a student will be kept in the possession of the teacher/advisor or designated school staff and will be given by school personnel as delegated.

For Overnight School Trips:

- All medication forms and consents must be returned to the **school clinic nurse** no later than 1 weeks prior to the trip.
- All medication should be dropped-off by the parent/guardian to the school clinic nurse no later than 3 school days prior to the trip.
- Only medications that are considered "medically necessary" should be requested for administration. Please refrain from requesting administration of multivitamins, herbal or dietary supplements.
- An Authorization for Administration of Medication by School Personnel form must be submitted by the parent for each medication (all prescription and over-the-counter medications, vitamins, and supplements) that will be needed during the trip and/or for doses of medication that are not ordinarily administered by School personnel. Forms must be completed in their entirety and signed by the parent. Prescription medication **MUST** have a valid physician signature.
- A picture of your child **MUST** accompany the medication form. This is for safety purposes.
- The parent/guardian will provide the school clinic nurse with the original, labeled prescription bottle with the appropriate amount of medication in it.
- **Medications in baggies or in unlabeled or incorrect bottles will not be accepted. The medication must match the bottle it is in.**
- Over-The-Counter Medication **MUST** be in the original container and must clearly have administration guidelines on it.
- If the student carries medicine without meeting the above criteria, the medication will be taken.

Please keep this page for your reference and contact the School Clinic Nurse with concerns and/or questions.