

Milford School District  
906 Lakeview Avenue  
Milford DE 19963

Dear Parent,

Your child will soon be participating in a class field trip. We would like to explain to you the policy of the Milford School District regarding assisting students with medications.

If your child needs medication during the field trip, you have these options.

1. A parent or family member can go on the trip and be responsible for the medication. (This form still needs to be completed if you or a family member are attending)
2. Your child's teacher can assist your child with the medication unless it is a rectal or injectable medicine. Teachers cannot assist with rectal medication or give injections except for Epi Pens. (IF an epi pen is used, 911 will be called and you will need to meet your child at the Emergency Room) If at all possible please plan to attend the field trip if your child receives an injectable medication, such as: insulin, epi pen or rectal medications.

The form below must be completed and signed by you before medications will be taken on the trip. The form is needed even if other family members will be responsible.

**ALL MEDICATIONS MUST BE IN THEIR ORIGINAL CONTAINERS.**  
**We will only be sending medications kept in the nurse's office on field trips.**  
New Regulation 2013/2014 over the counter medications cannot be given without a doctor's prescription

If you have any questions, please feel free to contact the school nurse.

Sincerely,

*Cynthia McKelvie*  
Principal

Sincerely,

*Jarke A. Wolfe RN, BSN*  
School Nurse

Student's Name: \_\_\_\_\_

Medication and Amount \_\_\_\_\_

Time student should take medication \_\_\_\_\_

Adult designated to assist with medication \_\_\_\_\_

School Year: Current School Year Teacher's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_