



Dear Class Eight Parents,

The Washington, D.C., trip is approaching rapidly! If your student needs any medication during the trip it will be necessary to follow a strict procedure to allow that medication to be safely and efficiently administered. A Medication Administration Form must be filled out for each medication. Medication (prescription or over the counter) must be brought to school in the original container, appropriately labeled by the pharmacy, and delivered directly to the School Nurse from parent. Students may not deliver or have medication on their person. **A firm deadline of 2:30 p.m. on Friday, March 24, is necessary to prepare all medication administration in a safe and efficient manner for the Class Eight Trip (see *Medication Permission Form*).** The Head of School designates one person to administer medications throughout the DC trip. As during the school year, no student may have medication on their person, and accompanying adults may not administer medication to any student, including their own, during the Washington, D.C., trip.

All Class Eight students who need medication during the trip must follow the following regulations:

Medication Policy

- In compliance with federal and state laws, only FDA approved medications, with reference in the PDR or evidence based, will be administered at school or on School Trips. Students are not allowed to carry any medications (prescription or OTC) on their person for self-administration without prior approval from Dr., school nurse, and parent.
- Medication can only be accepted from the parent or guardian to the Nurse. Students may not deliver or pick up medications.
- OTC medications (Acetaminophen, Benadryl, Ibuprofen) will be on hand and can be administered with prior parent approval in writing. Cough drops are not allowed at school or on class trips. Other OTC medication must be brought to the clinic by a parent or guardian, in original container/packaging, labeled with student's name, grade, and instructions and duration for administration.

The necessary Medication Permission Form can be found here, along with the packing list. Please fill one out for each medication that is necessary during the trip.

Thank you,

Nurse Whitlock
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