

**Little Falls Community Schools Independent
School District #482 Field Trip/Extended Travel
Medication Administration Procedure**

The following procedures are for staff of ISD 482 to meet the medication needs of students on field trips:

Medications administered to students during field trips and extended travel will be administered according to School Board Policy 516: Student Medication.

- No prescription medications will be administered without physician order, parent permission, and proper labeling.
- Licensed staff accompanying the student during the field trip will be responsible for security of the medication, medication administration, and documentation.
- Medications are not to be carried by students, allowing for the exceptions as noted in Policy 516:
 - a. Properly labeled asthma inhalers may be carried with physician and parent permission
 - b. Properly labeled emergency non-syringe injectors (Epipens) may be carried with physician and parent permission
 - c. Insulin also
 - d. Students in grades 6-12 may carry properly labeled approved nonprescription medication with parent permission.

SCHOOL DISTRICT PERSONNEL RESPONSIBILITIES:

1. Notify the school health staff at least 24 hours in advance of instructional day trips or two weeks in advance of extended trips.
2. Notify parents two weeks in advance of extended trips to coordinate with physicians and the school nurse to obtain all medication needed on a 24-hour basis.
3. Receive the medication in a properly labeled container, along with a copy of the medication administration permission form, from the school nurse or health staff.
4. Keep medication in a secure place at all times. Students who require emergency medications should not be significantly separated from designated staff.
5. Administer medication within 60 minutes of the time indicated on the permission form.
6. Return any unused medications, inhalers, etc. along with the permission forms to the health office within 24 hours of the field trip. Sign name and time of administration on the student medication record. On extended trips, a separate medication record form will be used.

SCHOOL NURSE AND HEALTH STAFF RESPONSIBILITIES:

1. Communicate and work with teachers of students requiring medication on field trips.
2. Place correct number of medication dosages for field trip in a labeled medication envelope or bottle. Copy and include the associated medication administration permission form.
3. Upon return from the trip, ensure that the staff returns the original containers and documents the administration on the student medication record.

PARENT RESPONSIBILITIES:

1. Contact physician to obtain authorization for all medications needed on a 24-hour basis.
2. Bring to school the additional medication bottles, along with authorization administration forms.
3. Meet with school staff to discuss medical needs of the student and arrangements for medication administration.

Adapted from: Minnesota Department of Health Guidelines for Medication Administration in Schools, 2005.