

Avoiding Common Errors When Preparing Medications For Outdoor Education

So that our staff can best care for students who take medications while attending Foothill Horizons Outdoor School please check for the following common problems before turning in a student's medication(s) and their Request For Administration of Medication form(s).

- Are both parent and Dr. signatures present on each Request For Administration Of Medication form?
- If an Epi-pen or rescue asthma inhaler has been prescribed, are both the parent and Dr. signatures in the Self-Administration sections of the Request For Administration of Medication form?
- Do the medication(s) being sent and the Request For Administration of Medication form(s) match exactly?
Please check for all of the following:
 - Name of student.
 - Name of medication.
 - Strength and dose of medication, i.e. two, 200mg tablets.
 - Frequency medication is administered, i.e. twice daily.
 - Time of administration, i.e. breakfast and bedtime.
 - Is it clear if the medication is prescribed "as needed" or if there are specific scheduled times the medication is to be administered?
- Check that medication(s) are not expired.
- Check that there are enough of each medication.
- Do not let students pack medication(s) in luggage (including inhalers and epi pens)! Please give the medication(s) and form(s) directly to the teachers who will be with the students on the bus.