



# Pearland Independent School District

## Field Trip & Overnight Trip Medication Administration Procedure

1. Only Pearland ISD employees, in adherence with FFAC (Legal) & FFAC (Local), may administer medications to students on day field trips. Non-employee parent chaperones may only give medication to their own children.
2. Employees must be assigned the task of medication administration by their administrative supervisor and trained annually in medication administration by their campus RN or district lead nurse.
3. Any medication given by an assigned and trained district employee must be properly documented on a designated record, which will be turned in to the School Nurse upon return from the field trip.
4. Medications must be provided by the parent and must be in the original container. Prescription medicine must have a U.S. pharmacy prescription label with administration instructions which match the medication authorization form. Instructions for administration of over-the-counter medication must comply with the directions for administration on original manufacturer packaging. **No expired medications or narcotics will be administered.** Controlled substances (i.e., ADHD medication) **MUST** be in the possession of and administered by a designated district employee.
5. It is the parent's decision whether a student's regularly scheduled medication will be given on a day field trip. If a current medication authorization form is complete and on file with school clinic staff, no further permission paperwork is required. If the medication is administered at home but will be required on the (non-overnight) field trip, a medication authorization form must be completed. This form requires parent and physician signature.
6. There are additional forms required for **Overnight Trips\***:
  - The **Authorization for Sponsor Administration of Medication on Overnight Trips** form is used for all students in grades PreK – 6, **all** controlled substances, and for students in grades 7 – 12 who do not have parental permission to administer their own medications. Parent and physician signature is required. This form is valid for one school year.
  - The **Authorization for Student Self-Administration of Medication on Overnight Trips and Waiver/Indemnification from Liability** form is used for students in grades 7 – 12 who have parental permission to carry and administer their own medication. Controlled substances (i.e., ADHD medication) cannot be self-administered by students; a Pearland ISD staff sponsor **MUST** administer them.

**Note:** The *Student Self-Administration of Emergency Asthma and Anaphylaxis Medications* form cannot be substituted for this Authorization form.

\*Both forms above are required if a student in grades 7-12 is taking a controlled substance in addition to medications that will be self-administered.