

Sarah G. Banks Middle School

Washington DC & Gettysburg 2026

Medication Information

During the Washington, D.C. Trip, all medication must be tracked by a staff member. We will handle the tracking by bus (medications will be in a backpack, with a staff member, and travel everywhere with us).

Prescription & Over-the-Counter Medication:

If a student needs to bring a prescription or over-the-counter medication on the DC trip, Walled Lake Schools requires an “[Authorization to Administer Medication](#)” form. Please complete the form and return it to the main office. You can:

- Drop it off: to Jennifer Dean in the main office or directly to Mr. Yu
- Email it: JenniferDean@wlcsd.org
- Fax it: (248) 956-2205

Hard copies of these forms are available in the main office and in your student’s social studies classroom.

Forms are due by Tuesday, March 24 (except for extenuating circumstances).

A physician’s signature **is required for all** medication, and it must be in its original container and held with the chaperone on the trip. You can drop the actual medication (**in its original container**) in the office starting one week prior to the start of the DC trip. You can also drop the medication off the morning of departure at the medication table. Over-the-counter medication just needs the student’s name and birthday listed. Vitamins and supplements **do** need a form completed, but must be in its original container and held with the chaperone on the trip.

Students with “Authorization to Administer Medication” forms and medications currently at school:

If your student currently has an “Authorization to Administer Medication” form at the school, you will **not need** to fill out another one, unless they need additional dosages outside of the school day. If your student currently has medication at the school you **do not need** to bring more. Mrs. Dean will coordinate getting the medications and the forms currently at the school organized for the DC trip. **Please email Mr. Yu at TorryYu@wlcsd.org if your student has medication at school and will need it transferred for the trip.** All medication from the trip will be returned to the office the morning we return.

What medication distribution will look like during the DC trip:

Each bus...

- Will have a medical backpack
- Will have a designated staff chaperone carry the backpack everywhere we go
- Will contain all the medications for students riding that specific bus
- Will have the “Authorization to Administer Medication” forms
- Will have a schedule for when to give each student their medication
- Will have a tracking form for each student - time(s), dosage(s), etc.

What if my student needs an unexpected medication once they are in DC?

Each bus will have a medical backpack which will also have Advil (Ibuprofen), Benadryl (diphenhydramine), Tums, and Tylenol (acetaminophen), which we will call home to get your authorization to give as needed. A form will be sent home as we get closer to authorize the use of these medications in these situations.

Please reach out to Mr. Yu (TorryYu@wlcsd.org) with any additional questions!