



Medication Guidelines for Overnight Field Trips for Families Grosse Pointe Public Schools

Please review the following guidelines to ensure the best and safest practices are provided for your child:

- If your child needs any prescription or over the counter medication during an overnight field trip there must be an Overnight Medication Administration Authorization form filled out completely and signed by a Licensed Health Care Provider/Physician and parent/guardian.
- If your student will carry and self-administer their own medication on the trip, the Licensed Healthcare Provider/Physician must also check the required box on the Overnight Medication Administration Authorization form. **Stimulants cannot be self-carried.** It is important to share the location of any self-carry emergency medications in the event of an emergency.
- Any student with a condition requiring emergency medication (Asthma, Allergies, Seizures, Diabetes or other) should also have an Emergency Action Plan filled out completely and signed by a Licensed Health Care Provider/Physician and parent/guardian. All forms can be found on the GPPS websites under families and health. If your child currently has emergency medications in the office, the forms and medications will be sent with staff on the field trip and you do not need additional forms.
- Medications should be brought in by a parent or responsible adult **one week** prior to the trip. If a parent is unable to come into the office, we ask that they inform the office staff and let them know the amount of medication and who will be dropping it off.
- Prescription medication **must be in its original container** labeled by a pharmacist. Parents/guardians may request an additional container from the pharmacy for the field trip. All over the counter medication needs to be in the **original container** with the label intact and clearly marked with the student's name.
- All prescription medication will be counted and signed by office staff and parent/responsible adult when medications are brought into the office. Please supply enough medication for the duration of the trip.
- Parents/guardians should always give the first dose of any medication (exception emergency medications) before sending to school.

