BOARD POLICY

210.1 Field Trip Medications

POLICY NUMBER	ADOPTED	VERSION	DOCUMENT STATUS
210.1	12/14/2015	v1	ACTIVE

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Purpose

The Board recognizes there are an increasing number of school age children who have been prescribed daily dosages of medication or must take over-the-counter (OTC) medications. When required during the school day, the School District attempts to have all such medication dispensed by a school nurse. Due to a shortage of certificated school nurses and substitutes, a school nurse may not be available to accompany students on field trips for the purpose of dispensing medication. This policy is adopted in an effort to balance the educational opportunities of a school-sponsored field trip, with the School District's obligation to ensure student safety. Planning for field trips and other school-sponsored activities shall start early in the school year and include collaboration between administrators, the school nurse, parents and other designated health professionals.

Guidelines

Elementary and Middle School Students

The following procedures, in order of priority, shall be followed for all pupils who are in grades K-8:

1. School District uses a certified nurse or licensed individual from the School District substitute list on the field trip. The principal or designee will make all reasonable efforts to secure a certified nurse for the field trip.

2. Parents/Guardians shall be requested to arrange, if medically possible, dosages for their children so that no medication need be dispensed during a field trip. (For example: twenty-four (24) hour antibiotic; give medication at home prior to trip).

3. Parent/Guardian shall accompany child on field trip for purpose of dispensing medication to the child, in accordance with Board policy.

4. If a school nurse does not accompany the students on a field trip, the students' parents/guardians shall be required to complete the Educational Trip/Activity Medication Authorization Form.

High School Students

This section applies to all activities and overnight school-sponsored field trips. This section also applies to all pupils in the high school.

1. If a school nurse does not accompany the students on a field trip, the students' parents/guardians shall be required to complete the Educational Trip/Activity Medication Authorization Form.

2. School officials shall have the right from time to time during the activity or field trip to monitor the quantity of any student's medication. The purpose of this monitoring is to ensure that the medication is being handled in accordance with District policy and applicable law.

3. All field trip medication shall be specially registered with the school nurse and a licensed prescriber statement should be kept on file.

4. A school employee shall be designated by the building principal to monitor the medication registration list. The school nurse shall deliver a copy of the medication registration list to the designated school employee.

Administrative Procedures

The school nurse shall prepare a list setting forth the applicable student's name, type of medication and dosage and provide the required medication to the responsible substitute nurse, parent, or classroom teacher.

Students with Recognized Disabilities

Provisions shall be made to enable students eligible under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) to participate in the field trip as required by law. [1] [2]

Health Record

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[3] [4]

Legal Footnotes

[1] **Pol. 103.1 — Nondiscrimination — Qualified Students With Disabilities**
POLICY REFERENCE

[2] **Pol. 113 — Special Education**
POLICY REFERENCE

[3] **24 P.S. 1409**
LEGAL REFERENCE

[4] **Pol. 216 — Student Records**
POLICY REFERENCE