

Administration of Medication to Students on Field Trips

In all cases in which a student requires medication while on a school field trip, all the following steps will be observed.

1. The School will maintain documentation of training in the administration of medication for all unlicensed personnel administering medications.
2. Prior written permission will be obtained from the parent/guardian providing consent to administer the medication, along with a written physician's order and/or an appropriately labeled, original medication container.
3. Either an envelope displaying the information described at the end of this document OR medication in its original container will be used.
4. When using an envelope, the contracted school nurse or trained designated employee shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.
5. The envelope will be provided to the trained personnel designated for administration during the trip. The contracted school nurse will provide a review of the medication and its administration to the trained personnel on an as-needed basis. All trained personnel administering medication must understand what to do in an emergency.
6. The medication will be transported and stored in compliance with its labeling and will be secured as safely as possible.
7. The administration of medication on a field trip will follow, as closely as possible, the guidelines found in the "Guidelines for Training of Non-Licensed Personnel in Medication Administration." This will include consideration of student privacy and cleanliness of area where medications are administered.
8. The trained personnel administering the medication will double check the student, the dose, and the time with the medication label. The medication will be given within 30 minutes either side of the prescribed time.
9. The school will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and returning any medication not administered.
10. The medication envelope referred to in steps 3 and 4 above will contain the following information:

1. Date to be administered.

2. Name of the student.
3. Name of the medication.
4. Dose to be given.
5. Time to be given.
6. Physician prescribing the medication.
7. Special directions, as appropriate.
8. Phone number of contracted school nurse.
9. Emergency directions.

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