

## Field Trip Procedures for Medication Administration

The goal of the district is to facilitate students with special medical needs to be allowed to participate in all school activities. If a student requires medication to be administered during a field trip the following procedure must be implemented:

- School staff will be responsible for ***notifying the health assistant and/or district nurse 30 calendar days*** prior to any scheduled field trips;
- The Health Assistant will prepare a list of those students who will require medication during the field trip;
- The student must have a completed Physician and Parent Medication Authorization Form on file signed by a licensed health care provider and the parent/guardian;
- If medication is to be administered on a field trip the same regulations apply. Therefore, the original container must be transferred to the trained person who will be administering the medication. It is not permissible to transfer medication to an envelope or other container for alter administration. However, parents may request that the pharmacy provide them with a properly labeled duplicate prescription container for field trips.
  - The prescription label should include the following information:

✓ Students name	✓ Time(s) of day to be administered
✓ Name of medication	✓ Provider's name
✓ Dosage directions (by mouth, injection, etc.)	✓ Date of prescription/not expired
- Give prescription container to faculty/staff designee and inform them that medication must be kept in a secure place at all times. Staff member must sign the Delegation Signature/Check Out-Check In Medication Form. Include a copy of the Physician and Parent Medication Authorization Form;
- The staff member responsible for administration of medications must receive delegation from the district nursing staff
- The medication must be kept safely with the principal's designee;
- Always use strict hand washing technique before administering medications;
- Medication that requires refrigeration must be kept in a small cooler with ice packs;
- Prior to administering any medication, the principal's designee will use the medication safety precaution known as the The Rights of Medication Administration;
- Note the time medication is administered (within 1 hour of scheduled time); and,
- Documentation should be completed on the Medication Administration Form upon return to school.

**Supplies Needed:**

- Medication in appropriately labeled original container;
- Drinking cups;
- Drinking water;
- Calibrated measuring cup (for liquid medications only); and,
- Cooler and ice packs if needed for refrigerated medication.

**Upon Return to School:**

Record time and date medication administered, sign full name and initial.

**If the medication is not given as ordered, the principal and parent/guardian will be notified. Designated staff will complete *Medication/Treatment Error Report Form*.**

## Field Trip Permission Form

Dear Parents/Guardians,

The \_\_\_\_\_ class(es) of \_\_\_\_\_ will be participating in a field trip to \_\_\_\_\_ on \_\_\_\_\_. We plan to leave at \_\_\_\_\_ and return at approximately \_\_\_\_\_.

Form of Transportation: \_\_\_\_\_.

Reason for field trip and activities: \_\_\_\_\_.

Each student is asked to pay \$ \_\_\_\_\_ to cover expenses.\*

\*No student will be denied access to a field trip due to inability to pay.

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**Detach and return this portion by** \_\_\_\_\_.

\_\_\_\_\_ has my permission to accompany the field trip to \_\_\_\_\_ on \_\_\_\_\_.

My child will need a packed lunch from the cafeteria. ( )Yes ( )No

Does this student have a health condition that we need to be aware of? ( )Yes ( )No

If yes, please explain: \_\_\_\_\_.

Do any medication(s) need to go along on the field trip for this student? ( )Yes ( )No\*\*\*

If yes, what is the name of medication(s)? \_\_\_\_\_.

**\*\*\*Medications currently on file in the health office will be sent. Medications not currently on file in the health office require a completed medication permission form, available on the district website or school health office. Medication and paperwork must be turned into the health office a minimum of 3 days prior to trip.**

By signing below, I acknowledge that I have kept the school health office informed of any changes in the health needs of my child. I give permission to seek professional medical care in the event of serious illness or injury incurred by the above named child while on this field trip.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #(s) where parents can be reached: \_\_\_\_\_

## Permiso para Excursiones

Estimados padres y madres de familia:

La clase de \_\_\_\_\_ de \_\_\_\_\_ irá de excursión a \_\_\_\_\_ el día \_\_\_\_\_.

Saldremos a las: \_\_\_\_\_ y regresaremos, más o menos, a las \_\_\_\_\_.

Medio de transporte: \_\_\_\_\_.

Motivo del viaje y actividades: \_\_\_\_\_.

Cada estudiante debe pagar \$ \_\_\_\_\_ para cubrir los gastos.\*

\* Pero a nadie se le negará ir al paseo si no pueden pagar.

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**Corte y regrese esta parte antes del \_\_\_\_\_:**

El niño o niña \_\_\_\_\_ tiene mi permiso para ir de excursión a \_\_\_\_\_ el día \_\_\_\_\_.

¿Su hijo(a) necesita llevar almuerzo de la cafetería? ( ) Sí ( ) No

¿Tiene su hijo(a) algún problema de salud que debamos saber? ( ) Sí ( ) No

Si marcó que sí, explique: \_\_\_\_\_.

¿Necesitará algún medicamento para ir a la excursión? ( ) Sí ( ) No\*\*\*

Si contestó que sí, ¿cuáles son esas medicinas? \_\_\_\_\_.

**\*\*\*Enviaremos las medicinas que tengamos actualmente en la enfermería. Para las que no tengamos en la enfermería deben traerlas con un formulario de permiso de medicamentos completo, disponible en el sitio web del distrito o en la enfermería escolar. Este documento y las medicinas deben traerse a la enfermería mínimo 3 días antes del viaje.**

Al firmar a continuación, reconozco que he informado a la oficina de salud escolar de cualquier cambio en la salud de mi hijo(a). Doy permiso para que se busque atención médica profesional en caso de una enfermedad grave o si el o la niña antes mencionada sufre una lesión, en esta excursión.

Firma del padre o madre: \_\_\_\_\_ Fecha: \_\_\_\_\_

Teléfonos donde podemos contactar a los papás: \_\_\_\_\_

## Overnight/Extended Day Field Trip Information for Parents

**Please read the following information regarding overnight/extended day field trip medications.**

**If your child will require any medication while on the upcoming field trip, a medication permission form must be completed and signed by a health care provider and parent.** This includes all medications, prescription and non-prescription, that are not already on file in the health office, or additional doses needed outside the normal school day. **Medication and permission form must be turned in to the health office at least 3 days prior to the field trip.**

Eagle County Schools no longer stock medications such as Tylenol, Benadryl, etc. Your child cannot receive any medication other than what you send from home. Students in grades 6 – 12 may carry their own medication if indicated by their health care provider on the medication permission form **AND** student and parent completes a self-carry contract.

These forms can be found on the ECSD website under health services forms or in the health office. A separate medication permission form is needed for each medication. **All forms and medications must be turned in to the health office 3 days in advance.**

**Medication, whether administered by staff or student, must be in original, labeled container, and only enough for the trip.**

**\*Medications in baggies or other non-original containers, or without completed paperwork will not be accepted.**

Thank you for your cooperation in keeping our students safe!  
If questions, contact the school health office.

The ECSD Health Services Team

## **Información de viajes de varios días o extendidos para los padres de familia**

**Por favor lean la siguiente información respecto a las medicinas en viajes de varios días o extendidos.**

**Si su hijo necesita algún medicamento durante el próximo viaje de estudios, el proveedor de atención médica y los padres deben completar y firmar un formulario de permiso de medicamentos.** Esto incluye todos los medicamentos, con receta y sin receta, que aún no están archivados en la oficina de salud, o las dosis adicionales necesarias fuera del día escolar normal. **El formulario de medicamentos y permiso debe entregarse a la enfermería al menos 3 días antes de la excursión.**

Las Escuelas del Condado Eagle ya no almacenan medicamentos como Tylenol, Benadryl, etc. Su hijo no puede recibir ningún otro medicamento que no sea el que usted envía desde casa. Los estudiantes en los grados 6 a 12 pueden llevar su propia medicina si lo indica su proveedor de atención médica en el formulario de permiso de medicación **Y** el estudiante y el padre llenan una hoja para que lo pueda llevar consigo.

Estos formularios se pueden encontrar en el sitio web de ECS en formularios de servicios de salud o en la enfermería. Se necesita un formulario de permiso de medicamentos por separado para cada medicamento. **Todos los formularios y medicamentos deben entregarse en la oficina de salud con 3 días de anticipación.**

**La medicina, ya sea administrada por el personal o el estudiante, debe estar en el envase original, etiquetado, y solo lo suficiente para el viaje.**

**\*No se aceptarán medicamentos en bolsas u otros recipientes que no sean originales, o sin documentación completa.**

¡Gracias por su cooperación para mantener a nuestros estudiantes seguros!  
Si tiene preguntas, contacte a la oficina de salud de la escuela..

Servicios de Salud de las Escuelas del Condado Eagle