

## ***Medication on Field Trips***

### **Day Field Trips**

1. All medication must be kept in the possession of the teacher or designee who has been trained in medication administration. Insulated waist pack can be provided upon request.
2. Medication for the field trip will be placed in the medication zip-lock bag by the clinic employee. The bags have a field trip medication administration label attached.
3. Remember the 5 “rights” when administering any medication: Right Person, Right Time, Right Medication, Right Dose, and Right route (i.e. by mouth, inhaled, eye drops, etc.).
4. The teacher or designee will sign the label with name, date, and time the medication was administered using blue or black ink. Upon returning to school, the empty bag and or unused medication will be placed in the clinic medication cabinet and labeled bags will be stored with the medication records.
5. Contact the school nurse’s office in the event of a medication problem or with any concerns related to the medication on the field trip (i.e. omitted, refused, etc.).
6. Parents who chaperone groups on field trips may dispense medication ONLY to their own children.

If any instruction/training is needed related a student’s specific medication or medical condition, contact the nurse’s office prior to the trip. Please allow ample time to coordinate the session. The nurse’s office number is 423-232-5380.

### **Overnight/Extended Field Trips**

1. Prescription drugs must come in pharmacy labeled containers with permission form signed by physician and parent/guardian.
2. Non-Prescription medications must come in manufacturer’s labeled container with permission form signed by parent/guardian.
3. ALL medications must be kept in a locked box and/or in the possession of the teacher or designee who has been trained in medication administration.

Overnight/Extended field trips must address the 24 hour day. Students may have special needs that do not impact the “school day” but would need attention on the trip.

The permission form also addresses special conditions (i.e. allergies, asthma, medical conditions, etc.) and should be easily accessible to the staff person in charge of medical issues. If the forms are divided between chaperones, the staff member in charge should be in the possession of a “master copy” of all permission/medical forms.

Note: The form signed by the physician ordering medication to be given at school (kept in the medication book in the clinic) can be copied and used for the trip.