

Procedure for Field Trip Medications

1. **PLEASE** alert the Health Services Assistant of field trips as soon as you schedule them. This will give ample time to prepare the meds for students.
2. HSA will make sure the following things are ready: Medication in pharmacy labeled container, Medication Administration Consent Form and/or Action Plan (if student has one), Specialized Physical Health Care Procedures Form (if student has one).
2. Make arrangements with the District Nurses to be trained on glucagon and/or Epi Pens if you have a student requiring these medications. Teachers who do not wish to be trained on these **MUST** go on field trip with a teacher who is trained.
3. Students with medical or health needs requiring medications or procedures (ex. students with diabetes, tube feedings) while on the field trip need to have a parent or nurse accompany them. Therefore, the nurses need **at least two weeks'** notice in order to make sure there is coverage for this in the event the parent is not attending.
4. Pick up field trip meds and forms from the HSA the morning of the field trip. Please initial/sign next to student name on whichever document the HSA is using to track the medication check-out. All medications are to be picked up the day of the field trip, no sooner.
5. **Return medications as soon as the field trip is over**, same day as picked up. Sign/initial on the tracking document that you have checked the meds in.

Important Notes:

1. **Students with medications must always be in the teachers' group.** The only exception is if the student's parent is on the field trip, in which case the student can be with their parent.
2. **Teacher is to keep medications with him/her at all times.** Medications are not to be given to a chaperone unless it is the student's parent. If this is the case, the parent, not the teacher, will sign the medication out from the health office.
3. **Do not leave the medication in a vehicle or in the classroom.**
4. **Medications kept at school should always go with student on a field trip** regardless of field trip length or whether or not food will be consumed while on the trip.