

# JLCD-E - Medical Administration of Students on Field Trips

## MEDICATION ADMINISTRATION ON SCHOOL FIELD TRIPS/OFF-CAMPUS EVENTS

1. Any unlicensed personnel administering medications, both prescription and over the counter, must have training documentation on file at the school.
2. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physician's order and/or an appropriately labeled, original medication container.
3. Duplicate medication containers shall be obtained by parent/guardian from the pharmacy to be used for field trips as this is considered best practice. The school nurse will provide a review of the medication and its administration to the trained personnel as needed but at least annually. All trained personnel administering medication must understand what to do in an emergency.
6. The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.
7. The administration of medication on a field trip will mirror local procedure as much as possible. This should include consideration of student privacy and cleanliness of area where medications are administered.
8. The trained personnel administering the medication will double-check with the student about the medication label and will double-check the dose. Medication will be administered to the student to assure that the right student receives the right medication, with the right dose, at the right time, by the right route. The medication will be given within 30 minutes either side of the prescribed time.
9. Each school district will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

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