



**Nursing Care Quality Assurance Commission**

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BULLETIN NO. 31-98 ES

April 24, 1980

**Field Trips and Medication Administration**

There are many issues to address before district staff should assume the responsibility for administering oral medications on field trips. Section 504 may apply to the participation of a student with a disability on a field trip and to the administration of oral medications to such a student during the field trip. If the student has an existing 504 accommodation plan requiring districts to administer oral medications at school, this plan would apply to field trips as well unless there were medical reasons not to take the student with a disability on the field trip. The district must investigate whether or not staff can safely accept responsibility for the student who has the right to the field trip and who may require medication on the field trip. There are instances when the student should not go on the field trip because of the unstable/fragile nature of his/her condition and/or the nature of and/or the distance from the emergency care that might be required. There may be other solutions to permit the student to attend, such as:

1. Request the parent accompany the student and attend to the student's medical needs.
2. Assign an appropriately trained and licensed school staff person to care for the child on the trip.
3. The student carries his/her medication and self-administers with parent, physician, and school nurse permission unless the student's Section 504 plan specifically states the district staff will administer the medication.

Please note that if the student does not self-administer medication at school, the student will require training and support by parents and district staff before assuming this responsibility on a field trip. The parent, physician, and school nurse must believe the student can safely take the medication and sign the permission form to do so.

If none of these are possible, the school provides a comparable learning experience at school or in a safe location.

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All of the requirements of the oral medication statute must be met on the field trip, e.g., staff must be trained and supervised by an RN as is required when giving medication at school. Students normally taking medication at home may need to take medication while on the a field trip extending beyond normal school hours. Parents must be notified well in advance of the field trip.

If parents indicate that medication not routinely given at school will need to be given on the field trip, then the authorization to administer medication must be completed and signed by parent and physician prior to the field trip. The medication will have to be supplied by the parent in the original pharmacy bottle.

The medication will be carried on the field trip by the designated staff person(s) in a fanny pack or locked box with access limited to those giving the medication. The medication should be either in (1) the original pharmacy-labeled contained or (2) the number of doses required during the field trip are put in a properly labeled, sealed plastic bag. In the latter instance, the school nurse and the designated staff person place the medication in the envelope and record and sign a form with the name of the medication, the strength per dosage unit, the quantity, and the date. The envelope should have the following information: (1) name of student; (2) teacher and grade; (3) medication name; (4) dosage of medication to be given and does per unit of medication; (5) time medication is to be given; and (6) a space for the designated and trained staff person to sign his/her name, date, and time the medication was given to the student. The information in No. 6 should be put on a medication log sheet instead of the envelope. Upon returning to school from the field trip, the signed envelope or log sheet and any left over medication is returned to the school nurse, who will transfer the information to the regular school medication log for the student.

The school nurse and staff person should sign and date a log sheet that documents the return of the medication and signed administration log and any problems that might have occurred with the medication on the field trip.