

SLPS Procedure for Medication Administration on Field Trips

A Physician's Authorization Form (PA Form) is needed for any medications, prescription and over the counter, or medical procedure that are given or performed at school or on field trips. The PA Form must match the label on the medication.

Teachers and staff who will be responsible for administering medication to a student while on a field trip will need to pick up the medication from the Health Paraprofessional in the school health room the morning of the trip. The medication needs to be counted and signed out in the medication book by BOTH the Health Paraprofessional and the teacher or staff responsible for carrying the medication during the field trip. The medication must be kept in its original container and a copy of the PA Form, skyward student profile sheet, emergency action plan (if applicable), and original medication log MUST be taken with the medication on the field trip. If the bus will be leaving before school hours, you will be responsible for picking up the medication in the afternoon prior to the trip. If the bus returns after school hours, you will be responsible for returning the medication the morning of the next school day. You are responsible for keeping the medication safe and secure at all times while it is in your possession.

If a parent is chaperoning their child on the field trip, the parent will assume responsibility of administering their child's medication if needed. Please confirm with parent prior to the field trip that they will need to bring their child's medication from home with them and securely carry it on the field trip. If a student has marked on their PA Form that they can self-carry their medication, then the student is responsible for carrying and self-administering their medication if needed.

Rights of Medication Administration

THE RIGHT CHILD – Before administering a medication, you must be sure that you are administering the medication to the right student. Identify the student in at least 3 ways: have the student state their full name, have student state birthdate, have student state student identification number, compare student with picture on file, etc.

THE RIGHT MEDICATION – Check to make sure you are administering the correct medication for that student. The information on the PA Form must match the label on the prescription medication.

THE RIGHT DOSE – Check the prescription label and the PA Form to ensure the correct dosage that is to be administered (ie: 1 mg, 5ml, 2 puffs, etc). For liquid medication, make sure to accurately measure the dose using a dose cup or medication syringe. Pills are not to be crushed or dispensed in food on field trips unless specified on the PA Form.

THE RIGHT ROUTE – Ensure the student is receiving the medication via the right route (ie: oral, injection, topical, inhalation, eye drop, etc.). A student must be given water to assist with swallowing oral medications.

THE RIGHT TIME – Per school board policy, medications can be given up to 30 minutes before the time ordered and up to 30 minutes after the time ordered. For example, if a medication is

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ordered to be given at 1200pm, it could be given as early as 1130am or as late as 1230pm. It is recommended to set an alarm for the time the student's medication is to be administered so you do not forget to administer it while on the field trip. Document the time the medication was given on the medication log and remember to print, sign, and initial in the designated area at the bottom of the form. Medication can not be administered more frequently than it is ordered on the PA Form. Some medications are to be given only if needed. If this is the case, the PA Form will indicate the time or time frame that the medication can be given in. For example, an inhaler may be ordered for 2 puffs as needed every 4-6 hours. If this student is having an asthma attack, we legally cannot give this student more than 2puffs of their inhaler every 4 hours. You may need to check with the parent to ensure the medication was not given at home before the start of school.

THE RIGHT DOCUMENTATION: When you return from the field trip, make sure to count and return the medication with any unused medication to the health room and sign it back into the medication book with the Health Paraprofessional. Return the original medication log (regardless of whether the medication was given) and all other copies of forms taken on the field trip to the Health Paraprofessional. If any problems or concerns occurred during the field trip (ie: dropped medication, refused medication, etc), please report this to your Health Para Professional when you return to the health room and they will document your report in the student's file.

If one of the following medication incidents occurs ~ wrong child, wrong medication, wrong dose, wrong route ~ please monitor child and contact poison control immediately at 1-800-222-1222 and follow their instructions. Please notify parent, Principal, District Health Services Coordinator, and Health Paraprofessional of any medication incident that occurs.

If there is a medical emergency or any emergency medication is administered, 911 must be called immediately and parent, Principal, assigned Department of Health RN, and Health Services Coordinator must be notified. Emergency medications include: epi-pens (Mylan's, Epi-pen, Epi-pen jr, Teva, Impax, Auvi-Q), seizure medication (Diastat, Valtoco, Nayzilam), and emergency diabetic medication (Baqsimi, Glucagon, Gvoke Hypopen). EMS will assume responsibility for care of student once they arrive.

If you have any questions ~ during school hours ~ regarding student health and medication administration while off campus on a field trip, please contact a SLPS District RN. If you have any questions while on a field trip after school hours or if you cannot reach a SLPS District RN , please contact the School Health Services Coordinator.

I, the undersigned, have reviewed and understand the above information regarding the SLPS medication administration procedure for field trips. I also understand that 911 is to be called for any medical emergency.

PRINT NAME: _____ SIGNATURE: _____ DATE: _____

SCHOOL: _____ SCHOOL YEAR: _____

RN NAME: _____ SIGNATURE: _____ DATE: _____