

**ADMINISTRATION OF MEDICATION TO STUDENTS  
ON SCHOOL FIELD TRIPS**

1. Any unlicensed personnel administering medications must have training, and hold documentation of their training, regarding administering medication on field trips.
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. Either a standardized preprinted medication label or a preprinted envelope containing the information described below, or medication in its original container will be used for students attending a field trip.
4. When using a preprinted label or preprinted envelope, the school nurse, or his/her designee, shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.
5. The envelope will be provided to the trained personnel for administration during the trip, and a duplicate copy filed in the school office. The school nurse will provide a review of the medication and its administration to the trained personnel on an as-needed basis. 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 duplicate, as much as possible, the guidelines found in the "Guidelines for Training of Non-Licensed Personnel in Medication Administration." This will include consideration of student privacy and cleanliness of area where medications are administered.
8. The trained personnel administering the medication will double-check the student with the medication label and will double-check the dose. The medication will be given within 30 minutes either side of the prescribed time.
9. Any medications administered on a field trip will be documented, recording any unexpected occurrences, and any medication not administered will be returned to the school nurse, and the approved envelope will be returned to the school office.

The medication envelope or label will contain the following information:

1. Name of student
2. Date to be administered
3. Name of medication
4. Dose to be given
5. Time to be given
6. Special directions
7. Name of physician prescribing the medication
8. Phone number of school nurse
9. Emergency directions
10. Space to record the time / date medication was dispensed and by whom

Cross Reference: JLCD Administration of Medication to Students

Legal Reference: 20-A MRSA §§ 254; 2009(4)  
28 C.F.R. Part 35 (Americans with Disabilities Act of 1990)  
34 C.F.R. Part 104 (Section 504 of the Rehabilitation Act of 1973)  
34 C.F.R. Part 300 (Individuals with Disabilities Education Act)

First reading: November 16, 2005

Adopted: December 21, 2005