

**MOUNT DESERT ISLAND REGIONAL HIGH SCHOOL
MEDICATION ADMINISTRATION ON SCHOOL FIELD TRIPS**

1. Any unlicensed personnel administering medications, including personnel administering medication on a field trip, must hold documentation of their training in the administration of medication. The only exception is for a parent attending a field trip who is administering medication to his/her own child.
2. There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physicians order and/or an appropriately labeled original medication container.
3. Either a standardized preprinted medication label or 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 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. 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. 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 trained personnel administering the medication will double-check the student with the medication label and will double-check the dose.
8. 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.

The medication envelope or label will contain the following information:

1. Name of the student.
2. Name of the medication.
3. Route of administration.
4. Dose to be given.
5. Time to be given.
6. Prescribing health care provider.
7. Special directions.
8. Phone number of school nurse.
9. Emergency directions.

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