



**Newport School District  
Office of the School Nurse**

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**Policy/Practice Update  
Re: Medications/treatments required on field trips:**

*The district strongly recommends that medication be given at home if possible. In many instances this is not practical or in the best interest of the child. We also recognize that many children require the effective use of medication in the treatment of illness and/or disability to attend school and be successful. This may necessitate the administration of medication during school hours.*

If your child requires medications/treatments on Field Trips, we recommend the following options to ensure that your child has the best experience possible:

1. *Is the medication necessary for the Field Trip?* Each medication is unique in purpose. Evaluate to determine if this medication/treatment is necessary for the day.
2. If the medication is necessary, the medication can be administered prior to or immediately upon returning to the school with the *permission of the prescribing physician*, by the school nurse.
3. You know your child best! The parent/guardian can accompany their child on the field trip and may administer the medication or perform the treatment.
4. If the above options are not acceptable, collaborate with your student's teacher to arrange for a delegate to provide the medication for your child. If you delegate your student's teacher, other staff, or volunteer to administer the medication for your child you must follow the following procedure.
  - a. Document the medication on the Field Trip Consent form and submit week in advance for review.
  - b. Your delegate must be accepting of the responsibility. Be sure to communicate and collaborate a week prior.
  - c. The parent/guardian is responsible to package and label the medication, as well as supply it the day of the field trip. The medication must be supplied in a single dose, in its original container, placed in a sealed envelope. The student's name, name of medication, and time of administration should be written on the envelope. This request is to ensure safe medication handling and administration. The teacher/delegate will then carry the sealed envelope until it is time for the medication to be taken. If the parent/guardian does not send in the medication to be administered, the child will not get their dose for the day. This process is in accordance to the Department of Health Guidelines for Pennsylvania Schools.

This process does not apply to Emergency Medications. If your child requires Emergency Medications such as an Epi-Pen or Inhaler, please ensure that you send them to the health room for the 2018-2019 school year. There must be a physician and parent signed Medication Order Form. In addition, please complete the Permission for Self Administration of Emergency Medications Form, as appropriate. Once the appropriate form(s) are completed, the Nurse will be able to send them along with the Field Trip to be available for your child.

Please refer to the Newport School District Website for the above-mentioned forms.

[www.newportsd.org](http://www.newportsd.org) >> Site Shortcuts >> Nurse's Office >> Required Exams and Forms