

## **Field Trip Medication Administration**

(Field Trip= a trip taken with BISD personnel as the trip sponsor where the students return back to campus without an overnight stay. Examples include: nutcracker at Bass Hall, walks to the park for lunch, State Capital Austin day drip, NRH2O Choir performance, Six Flags, Nursing Homes, etc)

### **School Nurse:**

- Communicate with BISD employee responsible for off campus trip and/or building secretary responsible for the school calendar
- Review list of students going on the trip for chronic conditions, special needs, medical alerts and daily or PRN medication needed while on the trip
- For daily oral medication, send each student's medication dosage for that day in a small coin envelope
- For inhaled medication, send each student's inhaler in a plastic bag
- For emergency medication, or liquid medication, send each student's medication in an appropriate size baggie, ensuring liquid medication's lid is tightened and double bagged.
- Print the following on labels or on paper so that the student name, medication, time to be given and person who gave meds can document can be placed on the coin envelope or the baggie
- Field Trip Label:
- For pills/tablets/capsules, the multi dose medication container will remain on the campus locked in the nurses' office
- Only send original bottles for liquid medications
- Ensure BISD personnel responsible for the student during the field trip has been trained using the Medication Administration Skills checklist
- Give the envelopes and baggies containing medication to the BISD personnel responsible for the students
- Instruct BISD personnel to keep coin envelopes/baggies and return to you upon return to campus or at earliest opportunity
- Upon their return, obtain empty envelopes/baggies ensure all meds were given and returned
- Document FT on MAR in date column/box if medication was administered on the field trip
  - Document date, field trip and BISD personnel's name who administered the medication in the notes sections
    - Example: "2/19/16- Field Trip, Jennifer Russel"
  - If a PRN med was given on the field trip, include the time administered on the MAR under the "FT" in the date column/box
- Discard empty coin envelopes and baggies

## Overnight Medication Administration

### Elementary and Middle School

- Communicate with BISD employee responsible for off campus trip and/or building secretary responsible for the school calendar
- Review list of students going on the trip for chronic conditions, special needs, medical alerts
- Ensure parents are given the Elementary and Middle School Overnight Travel Medication Request a few weeks prior to the travel date
- Give the parents a due date of a few days prior to the travel date so that medication can be checked in and MAR's can be made prior to the trip
- If a student has a medication request form signed for during the school day for a medication going on the overnight trip, this form can be used. A new form is not required for the existing medication order.
- All meds must be in their original container
- The student's name on the prescription label, with the dosage clearly indicated.
- All non-prescription, over the counter medication must be in the original container
- The quantity of medication sent on the trip must be only the amount needed for the duration of the trip, plus 24 hours
- All containers of medication must be packed in a clear plastic zip top bag. **\*\*the nurse should have these on hand in the event the parent doesn't provide\*\***
- The signed travel medication request form must be signed by the physician and parent and included in the baggie.
- Count the medication and document the number of pills dropped off by the parent on the MAR, sign and have the parent sign the form. If the parent is not available, have another BISD co-sign the MAR with you to verify the count before the trip
- Complete a Field Trip Medication Administration Record with the student's medication strength dose and time in layman's terms (Ex: "by mouth" instead of PO, "every" instead of q)
- Organize Field Trip MAR in a folder or binder for each person administering medications
- Ensure BISD personnel responsible for the student during the field trip has been trained using the Medication Administration Skills checklist
- Give the envelopes and baggies containing medication to the BISD personnel responsible for the students the morning/day of the trip
- Upon their return, obtain baggies ensure all meds were given and returned to parents
- File MAR and request form in student's health folder
- Call parent to pick any leftover medication

### High School

- Communicate with BISD employee responsible for off campus trip and/or building secretary responsible for the school calendar
- Review list of students going on the trip for chronic conditions, special needs, medical alerts

- Ensure parents are given the High School Overnight Travel Medication Request a few weeks prior to the travel date
- If a student has a medication request form signed for during the school day for a medication going on the overnight trip, this form can be used. A new form is not required for the existing medication order.
- All meds must be in their original container
- The student's name on the prescription label, with the dosage clearly indicated.
- All non-prescription, over the counter medication must be in the original container
- The quantity of medication sent on the trip must be only the amount needed for the duration of the trip, plus 24 hours
- All containers of medication must be packed in a clear plastic zip top bag.
- The signed travel medication request form must be signed by the parent and included in the baggie.
- BISD personnel should check for medication and forms prior to leaving on trip
- If a parent is requesting their student's medication be given by BISD personnel, follow the steps above for Elementary and Middle School procedures.
- Ensure BISD personnel responsible for the student during the field trip has been trained using the Medication Administration Skills checklist.