



Olympia School District

1113 Legion Way SE • Olympia, WA 98501 • <http://osd.wednet.edu>

MEDICATION ON OVERNIGHT FIELD TRIP

Student name: _____ Grade: _____ School: _____

Field Trip Date from _____ to _____ Teacher/Staff: _____

Dear Parent and Guardians:

As you prepare your students for their upcoming field trip, please review the information on the back of this letter "Important Information Regarding Medication at School". These rules apply to all school trips.

Any medication, whether prescription, over-the counter or nutritional supplement, that your child will need to bring on the field trip must be in the original container, not expired, be accompanied by an 'Authorization for Administration of Medication at School'. Olympia School District Policy may allow some students (usually high school) to carry and self-administer his/her medication for this trip only. Please contact your school nurse for this process.

This form must be completed for ALL students planning on attending the overnight field trip/school sponsored activity. Please complete and return this form to your child's teacher by _____.

Thank you for your cooperation.

Nurse
360-596-_____ 360-596-_____
Health Room Phone Fax

PLEASE CHECK ONE:

- I have read the above information and my child will not bring any medication on this field trip.
- I have read the above information and I will bring my child's medication, together with a completed Authorization for Administer Medication at School to the Health Room for before the date indicated above.
- My child already has a completed Authorization for Administer Medication and medication at the school. Please use what is currently available in the Health Room – he/she does not take any other medication needed during this trip.
- My child has completed the district process and has permission to carry and self-administer his/her medication and will bring only enough medication in the original container needed for this trip.
- I will be chaperoning the trip and will administer any medication for my child.

Parent Signature _____ Date _____

Print Name _____ Phone _____

IMPORTANT INFORMATION

REGARDING

MEDICATION AT SCHOOL

School districts throughout Washington State have received notification from the Attorney General's Office regarding medication administration in public schools. The interpretation of existing law provided by the Attorney General is very concise in providing guidance in this area.

1. Oral medication is defined as either prescription medication and/or over the counter medication (such as Tylenol, cough syrup, Benadryl, nutritional supplements, etc.). Effective June 2012, the legislature revised the medication law to include topical medications, eye drops and ear drops. There is no distinction between prescription or over the counter medication as directly related to administration at school.
2. All medication to be administered at school must be accompanied by an "Authorization for Administration of Medication at School" completed by both the Parent and Licensed Health Professional (LHP) prescribing within the scope of his/her prescriptive authority. There will be no grace period to obtain this form and medication may not be given until the form is received in the Health Room.
3. All medication at school must be in the original container and must match what is written on the Medication Form.
4. All "Authorizations for Administration of Medication" must state that there exists a valid health reason which makes it advisable for the medication to be administered/taken during school hours or during such time that the student is under the supervision of school officials (e.g. field trips, athletics, extra-curricular activities, etc.).
5. All requirements apply to individual day as well as overnight field trips. If a parent/legal guardian accompanies his/her child on a field trip, they may give their child medication.