

Overnight Field Trip Medication Procedure

-If you **know** your child will need to bring medication on an overnight field trip, please plan ahead. The CLC Medication Form is required for ALL **planned prescription medications** (ex: antibiotics, behavioral medications, etc.), **as needed prescription medications** (ex: epinephrine auto-injectors and asthma inhalers) and **specific over-the-counter medications** (ex: allergy medications). This form must be filled out and signed by a physician. On the day of the trip, bring the medication and forms together.

- Use the medication's original packaging. The Rx label or over-the-counter package must be intact, unexpired and match the information on the Medication Form.
- Each medication must appear on the CLC Medication Form, signed by a physician.
- Only provide the number of pills your child will need for the trip.

-If you are concerned that your child **might** need a **common over-the-counter medication** on an overnight field trip (ex: Tylenol, Motrin, TUMS), you must also plan ahead! Please print and fill out the top portion of the CLC Medication Form. A check-box style "Page 2" of the CLC Medication Form has been created for you to authorize **unexpected, as needed** common over-the-counter medication needs your child may have. This page also requires a physician signature. CLC educators will have a stock of common medications (listed on "Page 2") to administer if needed. You do NOT need to provide your own supply of these medications.

FAQ's:

Can I have my physician sign everything at the same time?

Yes. The CLC Medication Form is now a 2-page document. If your child does not have known medication needs and you are only providing authorization for unexpected, as needed common medications, please fill out the top portion of Page 1, all of Page 2, and get your physician's signature.

How long does this authorization last?

A new CLC Medication Form needs to be signed by a physician every school year.

Do I have to provide my own supply of unexpected, as needed medications?

No, CLC will have a stock of all medications listed on Page 2.

What if I don't get the CLC Medication Form signed?

If you are not concerned about your child's actual or potential need for medications on an overnight field trip, you do not need to fill out the CLC Medication Form. However, CLC educators cannot administer unexpected, as needed medication to your child without this form. Every milestone site is different; some have their own first-aid certified staff who can administer medications from their own stock of medication.

Why can't I just give consent by phone if my child has an unexpected need for medication?

CLC's insurance company does not accept phone consent as valid authorization for educators to give medications.

Thank you for helping our educators keep our learners safe on milestones!

AUTHORIZATION FOR MEDICATIONS TAKEN DURING SCHOOL HOURS, SCHOOL ACTIVITIES AND FIELD TRIPS

Valid only for the current school year or as designated in the Individual Education Program (IEP) or in the 504 Plan.

Exception: California Education Code 49423.5, specialized services, i.e., EpiPen, nebulizer, glucagon, insulin, diabetes care, etc., may require additional forms and instructions signed by parent or legal guardian and physician. Request Specialized Services forms from school.

PARENT OR LEGAL GUARDIAN

1. Parent or Legal Guardian Section

Note: All medications must be prescribed, including over-the-counter medications. Medications must be in the original container and the label must include the child's name, name of the medication, dosage, method of administration, time schedule and name of physician. Please refer to Legal References Governing the Administration of Medication in Schools on the reverse side of this form.

I request that designated unlicensed, trained school staff or licensed nurse assist my child in taking this prescribed medication(s) (including prescribed over-the-counter medication). I understand that my child may not be assisted with medication at school until all requirements are met. I hereby give consent for a school nurse (or designee) to communicate with my child's prescriber and to counsel school personnel as needed with regard to my child's health. I agree to, and do hereby hold the District and its employees harmless for any and all claims, demands, causes of action, liability or loss of any sort, because of or arising out of acts or omissions with respect to this medication. I agree to comply with district rules related to administering medication at school.

_____ M F _____
 Name of Child Sex Birth Date Student Identification Number

_____ _____
 Name of School Grade Teacher/Room Number

List all medications routinely taken outside of school hours: _____
 I will immediately notify the school if there are any changes in medications my child is taking at school.

_____ _____ _____ _____
 Signature of Parent or Legal Guardian Date Home/Mobile Telephone Work Telephone

2. Physician Section

The child named above is under my care for these diagnoses: _____
 It is necessary for him or her to receive the following prescribed medication(s) during schools hours.

Name of Medication _____ Dosage (be specific, i.e. milligrams, etc.) _____
 Time of day to be given _____ Frequency and Indication if "as needed" _____
 Method of administration _____ Duration _____
 Precautions or side effects _____

Storage and handling Routine handling, medication in locked storage and administered by authorized school personnel
 On-site 72 hour disaster supply only
 It is *Medical Necessity* for child to carry prescription for asthma, anaphylactic shock or diabetes, and indicate:
 Designated school personnel to administer
 Child trained to self-administer

Name of Medication _____ Dosage (be specific, i.e. milligrams, etc.) _____
 Time of day to be given _____ Frequency and Indication if "as needed" _____
 Method of administration _____ Duration _____
 Precautions or side effects _____

Storage and handling Routine handling, medication in locked storage and administered by authorized school personnel
 On-site 72 hour disaster supply only
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 Method of administration _____ Duration _____
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Storage and handling Routine handling, medication in locked storage and administered by authorized school personnel
 On-site 72 hour disaster supply only
 It is *Medical Necessity* for child to carry prescription for asthma, anaphylactic shock or diabetes, and indicate:
 Designated school personnel to administer
 Child trained to self-administer

_____ _____
 Signature of Physician Date

_____ _____ _____
 Name of Physician (please print) License Number Office telephone

Stamp physician name/address below:

ADDENDUM: AUTHORIZATION FOR AS-NEEDED OVER-THE-COUNTER MEDICATIONS DURING OVERNIGHT FIELD TRIPS

THIS FORM MUST BE SIGNED BY A PHYSICIAN

Valid only for the current school year.

Name of Learner: _____

Date of Birth: _____

I authorize the following medications to be administered as needed from school medication stock:

Ibuprofen (Motrin, Advil)

- Chewable Tabs (100mg): ____ tabs every 6 hrs as needed
- Pills (200mg): ____ pills every 6 hrs as needed

Acetaminophen (Tylenol)

- Chewable Tabs (160mg): ____ tabs every 4 hrs as needed
- Pills (500mg): ____ pills every 4 hrs as needed

Diphenhydramine (Benadryl)

- Chewable Tabs (12.5mg): ____ tabs every 4 hrs as needed
- Pills (25mg): ____ pills every 4 hrs as needed

Tums (Calcium Carbonate)

- Chewable Tabs (750mg) : ____ tabs every 4 hrs, not to exceed 8 tablets in 24 hrs

Dramamine (Dimenhydrinate)

- Chewable Tabs (25mg): ____ tabs every 8 hrs as needed

Cough Drops with menthol

- Lozenges: 1 lozenge every 4 hrs as needed

Hydrocortisone 1% ointment

- Apply to affected area every 4 hrs as needed

Bacitracin ointment

- Apply to affected area 2x daily as needed

Signature of Parent or Legal Guardian Date

Signature of Physician Date



LEGAL REFERENCES GOVERNING THE ADMINISTRATION OF MEDICATION IN SCHOOLS

California Education Code, section 49423.

(a) Notwithstanding Section 49422, any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements identified in subdivision (b).

(b) (1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

(2) In order for a pupil to carry and self-administer prescription auto-injectable epinephrine pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

(3) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

(c) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.

California Education Code, section 49423.1.

(a) Notwithstanding Section 49422, any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician or surgeon, may be assisted by the school nurse or other designated school personnel or may carry and self-administer inhaled asthma medication if the school district receives the appropriate written statements specified in subdivision (b).

(b) (1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil requesting that the school district assist the pupil in the matters set forth in the statement of the physician or surgeon.

(2) In order for a pupil to carry and self-administer prescription inhaled asthma medication pursuant to subdivision (a), the school district shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer inhaled asthma medication, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction by taking medication pursuant to this section.

(3) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

(c) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses inhaled asthma medication in a manner other than as prescribed.

California Education Code, section 49423.5.

(a) Notwithstanding Section 49422, an individual with exceptional needs who requires specialized physical health care services, during the regular schoolday, may be assisted by any of the following individuals:

(1) Qualified persons who possess an appropriate credential issued pursuant to Section 44267 or 44267.5, or hold a valid certificate of public health nursing issued by the Board of Registered Nursing.

(2) Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, as defined by Section 3051.12 of Title 5 of the California Code of Regulations, of a credentialed school nurse, public health nurse, or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to be all of the following:

(A) Routine for the pupil.

(B) Pose little potential harm for the pupil.

(C) Performed with predictable outcomes, as defined in the individualized education program of the pupil.

(D) Do not require a nursing assessment, interpretation, or decisionmaking by the designated school personnel.

(b) Specialized health care or other services that require medically related training shall be provided pursuant to the procedures prescribed by Section 49423.

(c) Persons providing specialized physical health care services shall also demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

(d) "Specialized physical health care services," as used in this section, includes catheterization, gastric tube feeding, suctioning, or other services that require medically related training.

(e) Regulations necessary to implement this section shall be developed jointly by the State Department of Education and the State Department of Health Care Services, and adopted by the state board.

(f) This section does not diminish or weaken any federal requirement for serving individuals with exceptional needs under the Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.), and its implementing regulations, and under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794) and its implementing regulations.

(g) This section does not affect current state law or regulation regarding medication administration.

(h) It is the intent of the Legislature that this section not cause individuals with exceptional needs to be placed at schoolsites other than those they would attend but for their needs for specialized physical health care services.