

# Field Trip Policy

## Addendum to Administrative Regulation 6153:

After Safety and First Aid section add new subtitle Medications:

### Medications

1. All students requiring medication during a field trip must have medications approved by school nurses for medical review and to assure appropriate personnel are available to safely administer medications.
2. Medications in original bottle and physician's prescription must be brought to the nurse's office to review a minimum of one week prior to the field trip.
3. Trained personnel must administer controlled substances.
4. A contract may be required for self-administration of some medications.
5. Responsibilities of Personnel Administering Medications:
  - a. Must be an NJUHSD employee with current CPR certification
  - b. Must have annual documented training in administering medications
  - c. Is responsible for keeping medications in a secure place.
  - d. Medications need to be returned directly to guardian at end of field trip.
  - e. Prior to leaving on field trip and upon return, doses of controlled substances must be counted and noted on medication card.
  - f. Per protocol, medication administration must be documented on medication cards, which are to be returned to the nurse's office at the end of trip.

NEVADA JOINT UNION HIGH SCHOOL DISTRICT  
HEALTH SERVICE CONTRACT  
FIELD TRIP MEDICATION

**THIS IS VALID ONLY FOR FIELD TRIPS**

Goal:

1. \_\_\_\_\_ will carry \_\_\_\_\_  
his/her person and independently administer it at prescribed times.
2. The student and his/her family accept full responsibility for the medication and its use and hereby waive any claim against the district resulting from the performance of this health service contract.

Objectives:

1. The student and his/her family will provide the original Rx bottle to the school nurse or a signed physician and parent medication form stating the prescribed medication, dosage, time of dosage and permission for the student to carry and self-administer.
2. The student and his/her family agree to send only the dosage of medication required for the school day.
3. The medication will be carried in the original prescription bottle.
4. The family and student understand that this contract will be discontinued if there is an incident of misuse.
5. The Nurse will periodically evaluate the effectiveness of this contract.

Timeline:

The Health Contract will be reviewed with the student and parents/guardians by the Nurse prior to its activation and monitored periodically thereafter during the school year. A new contract and physician's order will be signed for each new school year prior to the student carrying the medication on his/her person on campus.

Agreement:

We are in agreement with the above conditions of this Health Contract:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Nurse Signature

\_\_\_\_\_  
Administrator Signature

Date \_\_\_\_\_

Taken from: <http://www.cde.ca.gov/ls/he/hn/medassist.asp>  
Last modified: February 24, 2006

## Medication Administration Assistance in California

Frequently asked questions and a sample checklist providing local educational agencies with helpful information that may be given to parents and guardians when children need to take medication at school.

### Frequently Asked Questions

#### Question:

Can unlicensed school personnel administer medication like insulin or rectal diastat to K-12 students in California public schools?

#### Answer:

No<sup>1</sup>. California law states<sup>2</sup>, with a few clearly specified legal exceptions, that only a licensed nurse or physician may administer medication. In the school setting, these exceptions are situations where:

- The student self-administers the medication;
- A parent or parent designee, such as a relative or close friend, administers the medication<sup>3</sup>; or
- There is a public disaster or epidemic.<sup>4</sup>

The Legislature has enacted only two statutes that authorize unlicensed school personnel to be trained and supervised in order to administer two specific medications in medical emergencies:

- Under the supervision of a school nurse or physician designee, an unlicensed school employee may administer epinephrine via auto-injector,<sup>5</sup> and
- Under the supervision of a school nurse, physician, registered nurse, or public health nurse, an unlicensed school employee may administer glucagon.<sup>6</sup>

In accordance with *Education Code (EC)* sections 49414 and 49414.5, an unlicensed school employee could "administer" either epinephrine via auto-injector directly into a student suffering anaphylaxis or glucagon via needle and syringe directly into a student suffering from severe hypoglycemia. No other California statute allows an unlicensed school employee to administer any other medication in California public schools, even if the unlicensed school employee is trained and supervised by a school nurse or other similarly licensed nurse.

*EC* Section 49423 permits the school nurse or other designated school personnel to "assist" students who must "take" medication during the school day that has been prescribed for that student by his or her physician. The terms "assist" and "administer" are plainly not synonymous. An example of an unlicensed school employee "assisting" a student pursuant to *EC* Section 49423 would be when the school secretary removes the cap from the medication bottle, pours out the prescribed dose into a cup or a spoon, and hands the cup or spoon to the student, who then "takes" or self-administers the required medication. There is no clear statutory authority in California permitting that same unlicensed school employee to "administer" insulin, diastat, or any other parenteral<sup>7</sup> medication, with the above-stated statutory exception of epinephrine via auto-injector and glucagon.

<sup>1</sup> A student with an individualized education program (IEP) or Section 504 plan who requires medication during the school day is entitled to receive such medication in accordance with his or her written plan (*California Code of Regulations*, Title 5, Section 610(d)). The

information provided here may serve as a guide to local educational agencies in administering medications to students with IEPs and Section 504 plans as long as this guidance does not conflict with the student's individually determined plan.

<sup>2</sup>California Business and Professions Code (Nursing Practice Act (NPA)) sections 2725 and 2727 and California Education Code (EC) Section 49423.

<sup>3</sup>NPA Section 2727(a) states that parents and other relatives or close friends may administer medication, which is defined as "gratuitous nursing."

<sup>4</sup>NPA Section 2727(d) states that a district not having a school nurse does not qualify as a "public disaster."

<sup>5</sup>EC Section 49414

<sup>6</sup>EC Section 49414.5

<sup>7</sup>Parenteral means any medication administration route other than oral.

### Sample Checklist - Parent and Guardian Responsibilities

This sample checklist provides local educational agencies with helpful information that may be given to parents and guardians when children need to take medication at school.

1. Talk to your child's doctor about making a medicine schedule so that your child does not have to take medicine while at school.
2. If your child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, give a written note to the school nurse or other designated school employee at the beginning of each school year. You must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it (EC Section 49480).
3. If your child must take medicine while at school, give the school a written note from you and a written note from your child's doctor or other health care provider. Provide new, updated notes at the beginning of each school year and whenever there is any change in the medicine, instructions, or doctor (EC Section 49423).
4. As parent or guardian, you must supply the school with all medicine your child must take during the school day. You or another adult must deliver the medicine to school, except medicine your child is authorized to carry and take by him or herself.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. You or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine your child must be given at school must be in a separate container labeled by a pharmacist licensed in the United States. The container must list your child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Pick up all discontinued, outdated, and/or unused medicine before the end of the school year.
8. Know and follow the medicine policy of your child's school.

For information on student rights related to medication administration assistance, please visit the California Department of Education Web site at <http://www.cde.ca.gov/sp/se/tp/>.

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