

## Policy for Medication Administration During Field Trips

Given limited school nursing resources and an increase in the number of children with medical conditions, provisions need to be made to train professional school staff to address medical needs of children attending field trips.

1. Nurses will offer 3 hours of training (two 1 ½ hour sessions) for teachers and other school staff (counselors, administrators) in the administration of medications, including, but not limited to epi-pen training and inhaler training. Participants must pass a competency test at the end of the 3 hours of training. Training will be scheduled by the Comprehensive Health Department.
2. Field trip permission forms must be returned to the school nurse 3 weeks prior to the trip so the nurse can send a "written consent form" to the parent (for parental signature) for the trained teacher/school staff person to administer the medication, if needed. Also, the nurse will update the student's health care plan and review the medication instructions with a trained staff person before the trip.
3. Every effort will be made to encourage parents to accompany their medically involved child, but if that is not possible, the principal will have the option of canceling the trip or arranging for another trained staff person (not a health tech) to go.
4. The Massachusetts medication administration regulations include a provision that nurses may not delegate medication administration if it would not be safe given the medical condition of an individual student; this is decided by the school nurse based on individual medical need. Again, every effort will be made to encourage parents to accompany their medically involved child, but if that is not possible, the principal will have the option of hiring a substitute nurse or canceling the trip.
5. Revere Public Schools employees in the Transportation Department (coordinator, bus drivers, van drivers, and monitors) must receive the training listed above and pass the competency test.