

Procedure for Medication Administration on School Field Trips/ Off-campus Events

Training

Any unlicensed personnel administering medications, both prescription and over the counter, must hold documentation of their training in the administration of medication, including personnel administering medication on a field trip or other off campus school-sponsored event.

Training for administering medication for a field trip only may be an abbreviated version of the *Training of Nonlicensed School Personnel in Medication Administration* but is only valid for that specific field trip/event.

Orders/Permissions

There must be written permission from the parent/guardian providing consent to administer the medication in school and a written physicians order and/or an appropriately labeled original medication container as required in Chapter 40, *Rule for Medication Administration in Maine Schools*.

Labeling/Packaging

Either a standardized preprinted medication label, preprinted envelope containing the information described below, or medication in its original container will be used for students attending a field trip.

- Date
- Student name
- Medication name
- Dose and time to be given
- Physician name
- School Nurse contact information
- Emergency number

When using a preprinted label or preprinted envelope, the school nurse shall transfer the prescribed amount of medication needed for the field trip from the original medication container into the approved envelope and fill in the appropriate information on the envelope.

The envelope will be provided to the trained personnel for administration during the trip. The school nurse will provide a review of the medication and its administration to the trained personnel on an as needed basis. All trained personnel administering medication must understand what to do in an emergency.

Transportation/Storage

The medication will be transported and stored in compliance with any special directions for the medication and will be secured as safely as possible.

Administration

The administration of medication on a field trip will duplicate as much as possible, the guidelines found in the *Medication Administration Handbook for Unlicensed School Personnel*. This will include consideration of student privacy and cleanliness of area where medications are administered.

Medication will be administered to the student to assure that the right student receives the right medication, with the right dose, at the right time, by the right route. The trained personnel administering the medication will double check the student with the medication label and will double check the dose. The medication will be administered within 30 minutes either side of the prescribed time.

Each school district will develop a method of documenting medications administered on the field trip, recording any unexpected occurrences, and a method of returning any medication not administered.

Special Considerations

Out of State Field Trips. Schools must consider other state's laws when administering medications. It is advisable that the school nurse research the destination state nurse practice laws as well as medication administration laws or rules for schools. Some states do not allow unlicensed school personnel to administer medications, for example.

If the school nurse is attending the out of state field trip, he/she should determine if it is part of the Nurse Licensure Compact, which allows a nurse to have one multistate license with the ability to practice in the home state and other compact states. If the state is not a compact state, then the school nurse should contact that state's office that regulates nursing practice. Schools must consider other state's laws when administering medications. It is advisable that the school nurse research the destination state nurse practice laws as well as medication administration laws or rules for schools. Some states do not allow unlicensed school personnel to administer medications, for example.

Self-Administration. School administrative units have the discretion to create procedures to allow for self-administration of medication by students on overnight trips or in unique situations where there may not be authorized adults to hold/administer medication. This procedure must include the consent of both the student's parent/guardian and medical provider in cooperation with the school nurse. The student should be knowledgeable about their condition/medication and sufficiently responsible to possess and capable of self-administration. The arrangements must be done in advance to allow for the communication between medical provider and school nurse.

Medical Marijuana. Reasonable accommodations must be made for students who hold written certification for the medical use of marijuana under Title 22, section 2423-B. It is the duty of the school unit to know what the applicable state law is with respect to medical marijuana for any out of state trip.