

Montgomery County Public Schools

Poolesville High School

17501 West Willard Avenue
Poolesville, Maryland 20837

Main Office 301-972-7900

Magnet Office 301-972-7976

Fax 301-972-7947



August 31, 2009

Dear Parents or Guardians:

Fieldtrips are a very exciting part of your child's experience at Poolesville High School. Some students will take part in overnight fieldtrips. As many students take medication, we would like to introduce you to **the policy for medication of administration while on field trips**. Medications for overnight fieldtrips are handled differently from day field trips.

Day field trips:

- In most cases, students who require medication administration on a field trip will already have medication in the health room. If the health room already has MCPS form 525-13 (Authorization to Administer Prescription Medication) on file, the health room will dispense the medication to the designated staff member who will distribute medications on the field trip.
- Students who do not have medications on file at school must obtain MCPS form 525-13 (Authorization to Administer Prescription Medication) must be completed by the parent and the physician for all prescription and **non-prescription** medications. Each medication requires a separate form. This form may be downloaded from the MCPS website. We will accept a faxed order from the physician, but we must have an original parent signature. The completed forms and any medicine needed for the trip must be brought to the health room by the student's parent or guardian at least 4 days before the scheduled trip. Some examples are medications to for motion sickness, headache, allergies or cramps.

Overnight fieldtrips:

- For overnight field trips, the procedure is the same as above. Any medication that is normally administered at home will require MCPS form 525-13. The medication order and the medication must be dropped off to the main office at least 4 days before the field trip. Mrs. Bradshaw will collect the overnight medications for all magnet students. Medications will NOT be accepted the day of the trip. The health room cannot accept medication for the overnight fieldtrips.

Other information:

- Do not alter the medication (i.e. crush pills). MCPS staff will administer the medications and need to be able to recognize them. Medication can be crushed at the time of administration.
- All non-prescription medications must be in its original unopened container with the manufacturers' label.
- The **ONLY** medications a student may self-carry on any fieldtrip are those for life threatening conditions (i.e. asthma, anaphylaxis or diabetes). If a student is going to self-carry medication for a life-threatening condition, there **MUST** be a completed MCPS Form 525-13. (Authorization to administer Prescription Medication) on file in the health room. Students who do not comply will be subject to MCPS discipline policy for any unauthorized medication (prescription and/or over the counter) found on their person.

If you have any questions please feel free to contact the health room at 301-972-7914 during school hours.

Thank you for your cooperation.

Sincerely,

Billie J. Bradshaw
PHS Magnet Coordinator

Carrie Sypes, RN
School Community Health Nurse