

Montgomery County Public Schools

Poolesville High School



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Poolesville, Maryland 20837
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March 5, 2008

Dear Parents or Guardians:

To insure the safety of all students we would like to clarify the medication policy for any prescription or over the counter medications your child may need for an overnight fieldtrip. Overnight fieldtrips may be a part of your child's magnet program.

The 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 needed for overnight. 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 field trip. **MCPS and HEALTH ROOM staff WILL NOT accept any medication on the day of the trip.**

Please do not alter the medication (i.e. crush pills). MCPS staff will be administering 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 manufactures' label.

The **ONLY** medications a student may carry on a fieldtrip are those for life threatening conditions (i.e. anaphylaxis, asthma or diabetes). If a student is going to self-carry medication for life threatening conditions, there **MUST** be a completed MCPS Form 525-13 (Authorization to Administer Prescription Medication) on file in the health room. Both the physician's part and the parent's part must be completed and signed. Students will be subject to MCPS discipline policy for any 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. Thanks for your cooperation.

Sincerely,

Kim Walker RN, SCHN

Billie J. Bradshaw,
PHS Magnet Coordinator