



FIELD TRIP MEDICATION PROCEDURE (HEA-P007)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the steps taken when a student is attending a field trip away from school during his/her scheduled medication time.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Designated Teacher
- 2.2 School Nurse

3.0 APPROVAL AUTHORITY:

- 3.1 Safety and Health Director

4.0 DEFINITIONS:

- 4.1 Designated Teachers and staff - Teachers and staff that will be administering field trip medication will be required to complete medication training prior to the field trip according to CMCSS policy/procedure and State Regulations. The medication training must be completed yearly. It is valid for one calendar year. Training includes information on how to administer emergency rescue medications like asthma inhalers and EpiPens.

5.0 PROCEDURE:

- 5.1 The teacher and/or bookkeeper will notify the School Nurse of a scheduled field trip one month in advance.
- 5.2 The School Nurse will prepare the dose(s) of medication to be taken on the field trip.
 - 5.2.1 Each medication will be labeled with the student's name, name of medication, dosage, time to be given, and route. A copy of the student's medication administration record will be made and included in a zipper-lock bag or envelope with the medication.
 - 5.2.2 The School Nurse will document the medication in the EMR as "done by non-nurse."
- 5.3 The designated teacher will pick up the field trip student medication record and medication from the School Nurse. It will be the responsibility of the designated teacher to keep the medication on his/her person.
- 5.4 Designated teacher will assist the student with self-administration of the medication.
 - 5.4.1 The teacher will document the date, time, and his/her initials on the copy of the student's medication record. Initials are to be identified by the teacher's signature on the right side under signature on the student medication record. (HEA-F024).



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5.5 Upon return from the field trip, the student medication record and any medication must be returned by the teacher and checked in with the School Nurse, Principal or designee to be locked in the medication cabinet.

5.5.1 If a medication error occurs it must be reported immediately. (See form HEA-F080).

6.0 ASSOCIATED DOCUMENTS:

6.1 Student Medication Record (HEA-F024)

6.2 Medication Error Report (HEA-F080)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|---------------------------|----------------|--------------------------------|--------------------|-------------------|
| Student Medication Record | School Office | Current year & one fiscal year | Shred | School Office |

8.0 REVISION HISTORY:

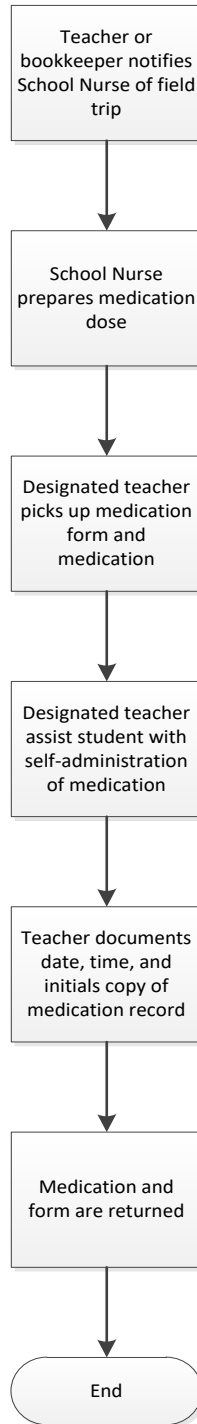
| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 6/2/14 | | Initial Release |
| 12/13/16 | A | Updated department information. |
| 6/17/21 | B | Updated individuals that could receive training for administering medication to include "staff." Updated required notice from teachers to nurses for field trips to a month in advance. Updated documentation requirement in EMR. |

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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***** End of Procedure *****