

Denver Public Schools  
Nursing Services  
**Extended Field Trip Medications**  
2007/2008

School: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dear Parents/Guardians,

Your child may be attending a field trip to \_\_\_\_\_ on the date/s of \_\_\_\_\_ While your child is on this field trip, he/she may need to take medication. The *Denver Public School District Medication Policy* must be followed during the entire field trip.

- All medication must be prescribed by a physician or dentist. This includes "over the counter medication" such as Tylenol, Advil and Dramamine. Medications and herbal remedies that are not prescribed by a physician or dentist may not be administered by school personnel.
- All medication must be furnished by the student's parent/guardian with the original pharmacy container label stating the child's name, name of medication, dosage, and time of day given.
- Each medication must have a separate "Denver Public Schools Student Medication Request Release Agreement" form completed and signed by both the parent/guardian and prescribing physician/dentist. The orders on this agreement must match the label on the pharmacy bottle.
- During the field trip, all medication must be carried and stored by the DPS employee who has been trained and delegated to give medications by the school nurse. \*Students may get permission to carry their inhaler and/or Epi-Pen during the field trip. See the school nurse for this contract.
- If your child currently takes medication in the health office during school hours, these medications will be given during the field trip **ONLY** for the times the school has permission for. If they need more doses, such as "7 a.m.", "4 p.m." or "bedtime", **NEW** permission forms and prescriptions must be obtained.
- Please have all of your child's Medication Request Release Agreement forms and their prescription bottles in the school health office by:  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_
- Please understand that if the Medication Release Agreement Forms and their prescription bottles are not turned in on time, school staff will not receive the required training and delegation to administer medication to your child during the field trip. It will then be necessary for the parent/guardian to be responsible for their child's medication administration if they choose to send their child on the excursion.

*Please call your child's school nurse if you have questions, or to inform the nurse of any additional health concerns.*

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
Phone