



## SHADY SIDE ACADEMY OFF CAMPUS MEDICATION POLICY

Due to changes in the Pennsylvania Medication Administration Guidelines for Schools, non-licensed personnel such as teachers and coaches are not permitted to administer medications if they need to be taken during school trips. On trips where students require medication administration, there are several alternatives:

1. You may choose to make your own arrangements to give your child his/her medication.
2. If possible, you can consult with your physician about the possibility of having your child not take the medication while on the trip.
3. The student may self-administer medications (if the student follows the guidelines below.)
4. If a student is unable to follow the above three options and will not be able to attend the trip for medication reasons, please contact the school nurse to discuss options.

You must follow these guidelines for a student to self-administer:

1. Please sign the parent portion of the form giving permission for your child to self-administer medications (speak with school nurse for this form).
2. The physician needs to specify that your child is capable of self-administering medication by initialing the appropriate box on the form.
3. The physician needs to write a prescription only for the specific amount of medication needed for the trip. The parents are responsible for getting the prescription filled.
4. Medications must be in a pharmacy bottle, properly labeled for ONLY the medication that is required for the trip. If desired, one extra pill may be included just in case one is dropped, etc.
5. The parent or guardian needs to deliver the medication to the responsible adult/coach/chaperone and educate the adult about the medication. Additionally, the parent or guardian needs to provide the instructions in writing. Please make sure to describe the signs and symptoms of any possible side effects. The school nurse will not be involved in this process.
6. Failure to follow the above guidelines will result in the student's inability to participate. Medications may not be added/delivered the day of the trip.

Please indicate to the trip leader ASAP if your child will need to take a medication during this trip so that the necessary arrangements can be made.

All medications being taken during a school event of school hours must be accompanied by a physician's order. Prescription medication must be properly labeled by a registered pharmacist and brought to school in its original labeled bottle.



**SHADY SIDE ACADEMY**  
**PHYSICIAN'S INSTRUCTIONS FOR ADMINISTERING MEDICATION**  
**DURING OVERNIGHT FIELD TRIP**

Name of Student:

Date of birth:

Grade:

Home address:

Diagnosis:

Date of order:

Name of medication:

Dose:

Route:

Frequency:

Physician must initialize all that apply:

\_\_\_\_\_ This child is capable of self-administration of the medication.

\_\_\_\_\_ This child may carry his/her own medications.

\_\_\_\_\_ This child **MUST** have a responsible adult assist with the self-administration of this medication.

\_\_\_\_\_ This child will be medically stable if he/she does not take the medication on the trip.

Medication should be taken **ONLY** on the following dates of the trip:

Can a reaction be expected?

If yes, please describe:

Physician's name (please print):

Physician's signature:

Date:

Office address:

Phone:

I, \_\_\_\_\_, fully understand the directions that have been given to the school by the physician. I agree to permit my child to self administer this medication and agree to permit school personnel/ trip chaperone to monitor the self-administration of this medication by my son/daughter, \_\_\_\_\_, according to the directions given by the physician and listed above.

I hereby release Shady Side Academy and any of its employess from any and all liability incidental to providing services as herin requested.

Signature of parent/guardian:

Date:

phone 1:

phone 2:

phone 3: