



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Protocol for Administration of Medications on Field Trips

Purpose: It is imperative for those employees who are planning field trips to understand and adhere to medication administration regulations, policies, and procedures. This protocol provides school staff with general directions for safe medication management during school sponsored trips. Specific instructions for medication administration to individual students will be given by the delegating nurse.

Maintain Confidentiality

Sharing health information without written permission is inappropriate and illegal. Some tips to preserve confidentiality include:

- 1) When others are present, avoid mentioning the name of the medication or the reason the medication is given.
- 2) Administer medication in a private area, whenever possible.
- 3) Secure the records pertaining to medication administration.

Six Rights of Medication Administration

An individual administering medication needs to be aware of the following six points:

1. The RIGHT person must receive the medication
2. The RIGHT medication needs to be administered
3. The RIGHT dose must be given
4. The medication must be given at the RIGHT time
5. The medication must be given by the RIGHT route
6. The RIGHT documentation must be completed

If any of the Six Rights of Medication Administration have **NOT** been followed, a medication error has occurred. The delegating nurse, parent, administrator, and the office of Health Services must be notified as soon as possible after the error. The Medication Error Incident Report **MUST** be completed per administrative procedure upon return from trip.

Storage of Medications on Field Trips

1. Medication **MUST** be kept secure at all times.
2. Designated medication administrators, who are school employees, should carry the medications on their person or have a locked box available for storage.
3. At **NO** time should students carry their own medications unless the school nurse's assessment has determined the student is capable of safely carrying their emergency medication (i.e. rescue inhalers or Epi-pen).
4. Medications must **NEVER** be given to volunteers to carry, secure, or administer.

Side Effects of Medications

Some medications have side effects which are unwanted or unintended. The delegating nurse will review medication side effects, contraindications, and emergency plan with individuals authorized to administer medication(s) on field trips.

Documentation

At the time of medication administration or upon return of field trip, appropriate documentation will be completed as directed by the delegating nurse.

Return of Forms and Medications

At the completion of the field trip, the teacher must return any unused medications and the completed forms to the Health Room.