

Kent City Schools has firm policies in place for medication administration at school and on field trips for the safety of all students. If your child has a medication at school with permission already in place, their medication bag will accompany them on the trip. If your child takes medications at home, for example, prescribed daily medications, creams, sleep aids, etc., or over the counter medications for example; Advil(ibuprofen), Tylenol(acetaminophen), cold medications, etc. and you feel they need them while on the trip, please do the following:

- Prescriptions must be in their original prescription bottle, clearly marked and the orders on your form must match orders on the bottle.
- Over the counter medications must be in ORIGINAL containers (purchase smallest bottle available for our storage purposes).
- Include SIGNED medical forms (attached) for your particular medication; Asthma form for Asthma inhalers, Severe allergy form for Benadryl and EpiPen's, Prescription Medication form for any prescribed medications and a Non-Prescription Medication form for daily or "as needed" over the counter medications, such as Cortisone creams, Advil, Tylenol, Cold medicines, etc.
- One medication form is needed for EACH medication with full instructions for each.

Kent's policy requires a PHYSICIAN sign the Prescription Medication form, the Asthma form and the Allergy form in order for your child to receive these medications on the trip. PARENTS may sign the Non-Prescription Medication form for over the counter medication to be administered on the trip. Students may not carry medications to or from school. Parents must drop off and pick up all medications. Your Physician's office may fax us the signed forms at (330-676-8605) if necessary and we will match these up with the medications provided by the parent/guardian. ***Remember, you must sign them as well.***

Place medications in a sturdy freezer zip-loc bag with the signed permission forms inside and the name clearly printed on the label of the bag. Bring all medications and signed permission forms to the pre-trip meeting on Thursday, May 8<sup>th</sup>, or drop them off at the school prior to May 16th to ensure that we have adequate time to organize medications and alert chaperones to their specific student's needs. The assigned teacher/chaperone will keep all medications and the student may ask for them when needed.

The medications will be returned to you upon arrival back to the school, unless they had previously been in the clinic. Those will remain in the clinic until the final day of school on June 6th when you may pick them up. All medications NOT picked up will be disposed of.

Please feel free to call Rita Baker, R.N. with any questions regarding medication @ 330-730-1996.