

## Avoiding Common Errors When Preparing Medications For Outdoor Education

School medication administration laws and paperwork can be hard for families to understand. Please help our staff support students and make sure they are able to take their medications at Outdoor Education by reviewing all students' medications and their *Request for Administration of Medication* form(s) for the following items:

- Are both parent and doctor **signatures** present on each Request for Administration of Medication form?
- If an epi-pen or rescue asthma inhaler has been prescribed, has the parent signed for "**self-administration**" and has the doctor checked "yes" to self-carry? (If parents signed in the section for personnel to administer the child will not be allowed to carry his/her medication).
- Do the medication(s) being sent and the Request for Administration of Medication form(s) **match exactly**?  
Please check for all of the following:
  - Name of student
  - Name of medication
  - Dose and strength of medication (i.e. two 200mg tablets)
  - Frequency medication is administered (i.e. twice daily)
  - Time of administration (i.e. 8:20 am and 9:00 pm)
  - Is it clear if the medication is prescribed "as needed" or if there are specific scheduled times the medication is to be administered?
- Are the medication(s) **expired**? We cannot administer expired meds.
- Is there **enough** of each medication to last the child for the week? (Note that students arrive around 11:00am on the first day and depart at 12:30pm on last day.) This includes number of puffs left on inhalers.
- Is there **too much** medicine in the bottle? For any psychotropic medications we ask that families only send the # of tablets needed (plus a few extra) because state law requires that we count and document how many tablets are received. (Also note that all meds must be sent in the original bottles).
- Did students turn in all their meds? They should not have any medications in their **luggage!** Please make sure they have turned in all inhalers, OTC meds, etc. before they get on the bus.