**IMPORTANT INFORMATION FROM THE SCHOOL NURSE REGARDING**

**OVERNIGHT FIELD TRIP**

Dear Parents/Guardian:

Please complete your student's information forms promptly. It is essential that you provide your home and work **phone numbers**, your physician’s/clinic’s name and **phone number**, and the phone number of an emergency contact in case you cannot be reached in the event of an emergency. If you have insurance, you must also provide your student's **health** **insurance program** and the **policy number**.

**MEDICATIONS FOR OVERNIGHT FIELD TRIPS**

All FDA approved medication, prescription and over-the-­counter, needed during the field trip will be kept and administered by the staff. Medicines cannot be kept in the student’s rooms or suitcases. Per school district protocol, homeopathic and naturopathic medications, vitamins and supplements will not be administered on field trips.

All medication and paperwork must be turned in to the school nurse **NO LATER THAN 2 WEEKS** prior to the FIELD TRIP unless prior arrangements are made with your school nurse. **Please send only the exact amount of medication needed for the trip.** The empty bottle(s) of daily medications will return in your student’s suitcase.

**Prescription Medication**

The students' medications must be in the current prescription-labeled container (you can ask your pharmacy to split your prescription, with a separate bottle for the amount needed while on the field trip). The label must contain the following information:

Name of student

Name of drug

Dosage

Frequency of administration

Route of administration

Prescribing physician's name

A parent/guardian must also provide a written request that the student receive the prescribed medication while attending the field trip. These forms are available on the Parkway website at https://www.parkwayschools.net/Page/3149 and from your school nurse.

**Over-the counter Medications**

The medication **MUST** be in its original container. The student's physician shall provide a written request that the student be given the medication while on the field trip. A parent/guardian must also provide a written request that the student receive the over-the-counter medication while on the field trip. The request shall contain all of the information as requested above for the prescription medication.

Per school district protocol, homeopathic and naturopathic medications, vitamins and supplements will not be administered at camp.

**Please remember to get any emergency medications (inhaler, EpiPen, as needed medications) returned to you from the teacher as your student gets off the bus at the end of the field trip.**

School Nurse \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_