



ADMINISTRATIVE MEMORANDUM

ASSISTANCE WITH MEDICATIONS ON FIELD TRIPS | 8012.3

Nursing care required by a student cannot be delegated to non-nursing personnel. The school is required to meet the medical needs of students on field trips, as well as in the school building.

Subject to the provisions of 14 DE Admin Code 817, teachers, paraprofessionals, and administrators employed by the District may assist a student with medications during a field trip, provided that the respective staff member has successfully completed a Board of Nursing approved training course developed by the Delaware Department of Education. The school nurse shall determine which staff members who have completed the course are qualified to safely assist a student with medication. The school nurse will submit names of those employees who are eligible to assist students with medications to the Health Specialist at DOE.

Per 14 DE Admin Code 817, except for a school nurse, no District employee shall be compelled to assist a student with medication. Lay assistants shall not assist with injections; the one exception is with emergency medications where standard emergency procedures prevail in lifesaving circumstances.

Assistance with medication will not be provided without the prior written request or consent of a parent. Said written request or consent must contain clear instructions including the student's name, the name of the medication, the dose, the time of administration, and the method of administration.

The medication to be administered on the field trip shall be properly labeled with the student's name; the licensed health care provider's name; the name of the medication; the dosage; how and when it is to be administered; the name and phone number of the pharmacy and the current date of the prescription.

Parent/guardians of students with chronic health needs or fragile medical conditions should be encouraged to accompany their children on field trips. If they are unable to attend the trip and the student requires nursing assessment or treatment for a medical condition, a nurse must go on the field trip to provide these services.

Parents/guardians or other family members who participate in the field trip may administer medications to their respective child. They are not permitted to assist other students with their medications.

School staff may assist with oral, topical, or inhaled medication administration under the provisions of state regulations and related administrative memoranda.

Students in middle school or high school might be capable of self care. Considerations should include whether the student is physically and developmentally able to assume this responsibility and whether they possess appropriate knowledge and experience. The student's competence must be documented by the school nurse. Written parental permission and physician directions are needed for the student to self care. The student must have an emergency healthcare plan covering self care.

A copy of the Field Trip Application Form must be submitted to the school nurse when the trip is planned. Arrangements for a substitute nurse to accommodate student needs on a field trip will be made by the school nurse in collaboration with the building administrator.

Note: Overnight trips may require additional medical supervision.



RED CLAY CONSOLIDATED SCHOOL DISTRICT

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Additional guidance can be found in the Delaware Department of Education School Nursing: Technical Assistance Manual (Section A, pp. 57-58; Section B, pp. 76-77, 83-87, 89), Delaware Nurse Practice Act, and National Association of School Nurses Position Statement on Field Trips and Extended School Trips (available at www.nasn.org under “Position Statements”).

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.