

Oral Prescription Medications for Spring Trip Parent Directions and Rules

If your child will be taking any ORAL prescription medications during the spring trip, they must be administered by the first aid chaperone. Medications will be distributed each day at a location that will be made known to students and it will be the student's responsibility to come and request the medication. Once the students are out in activities, it will be very difficult to locate them to give them medications. Please stress to your child the need to take this responsibility seriously.

As you can imagine, it can be confusing to try to organize prescription medications for sometimes up to 50 different students for a spring trip. Therefore, it is imperative that parents follow the procedures and rules for dropping off, storing and labeling these medications so that they can be accurately and safely administered to your students at the correct times.

- 1. Medications must be dropped off to Beth Gilley no later than Sunday night, March 14th. The address is 1230 Rowland Drive, Herndon. There will be no exceptions to this rule, unless there is a sudden new medication like an antibiotic that has just been prescribed. Please plan in advance to deliver your student's medications no later than Monday evening.**
- 2. The PARENT must bring the medication, not the student or a sibling. Mrs. Gilley will review the directions with you and make sure the forms are complete at the time you drop off the medications.**
- 3. Please place each individual medication in a separate ZIP-LOCK BAG. DO NOT HAND IN A LONE BOTTLE OF PILLS. Please be sure to label each bag *clearly* with the name of the student, the name of the medication, and the dose and the time it is to be given. **DO NOT MIX DIFFERENT MEDICATIONS IN A BAG.** Each bag will then be inserted into a **FLAT** manila envelope in a large notebook and placed in alphabetical order. Again....bottles of pills will not fit in the manila envelope so please follow these directions as they are written. Please package enough for each day plus two extra doses in case we are delayed for some reason.**
- 4. If your student has a liquid medication, please package it in a baggie as well so that it does not leak.**
- 5. Fill out the Prescription Administration form found on the band website www.herndonband.org. This form will be filed in the manila envelope with the bags of medications and allows for cross referencing of medication types, times, and dosages.**
- 6. If your child has a last minute medication, please call Beth Gilley 703-450-0832 and make arrangements to get it to her in a timely manner **BEFORE** the buses are loading, as check in and loading can be quite chaotic. Our priority is the safety of your student.**

We thank you in advance for your cooperation. We look forward to a safe and fun trip. Please feel free to contact either of the First Aid Parents if you have any questions or concerns that are not addressed here. Beth Gilley, 703-450-0832 or Beth Renee, 703-787-9409.