

Medication Training for Field Trip Check List

Field Trip Destination _____

Date of Trip _____

Nursing Responsibilities

Date

1. Gather and make a copy of the health care plans for individuals with chronic health conditions and life-threatening allergies.	
2. Make a list of students with food or other allergies as well as other specific health information staff members need to know for safety (if needed).	
3. Gather and review signed medical orders and parent/guardian authorizations for medications administered outside of school hours.	
4. Obtain duplicate medication containers with proper labeling from the pharmacy.	
5. Creates medication administration record(s).	
6. If the school has a collaborative practice agreement, gather stock emergency medications and orders. List stock emergency meds sent on field trip:	
7. Gather all medications for Field Trip – Ex: daily, PRN and emergency medication.	
8. Check medication administration laws in traveling states	

Training of USP by Nurse

1. Review local procedure to include privacy, confidentiality and cleanliness of area medications will be administered.	
2. Review health care/emergency plans with USP.	
3. Share allergies, sensitivities, food intolerances and other pertinent medical information of students going on field trip with USP.	
3. Review importance of full attention given to the task to avoid medication errors.	
4. Give an overview of the medications being administered. This includes action, possible side effects, route and any special instructions.	
5. Review administration of PRN and stock emergency medications (as listed above).	
6. Review the 6 rights of medication administration. (right student, medication, dose, route, time given, documentation) Review documentation and med. error procedures.	
7. Review transporting and storing medication on field trips, and how to comply with any special directions and secure as safely as possible. Special instructions given:	
8. Instruct when and where to return medication administration record, unused stock and emergency medication, and empty medication containers.	

Competency Statement

_____ (USP) can describe steps to medication administration, demonstrate correct performance of simulated administration and what to do in an emergency.

Signature of RN _____ *Initials* _____ *Date* _____

I have been trained and demonstrated competency for administering medication for this field trip. I have had the opportunity to ask questions and received answers to my satisfaction.

Signature of USP _____ *Date* _____

Steps for Medication Administration on Field Trip

USP to take this page and [Medication Error Poster](#) to review steps and document administered medications.

Procedure	USP Initials
1. Wash your hands or use alcohol-based hand sanitizer.	
2. Give medication within 30-minutes of the scheduled time-before or after.	
3. Identify the student and assure privacy along with confidentiality.	
4. Retrieve and read label of secured medication from its original container.	
5. Double-check label and compare with the student's medication record.	
6. Remove the medication lid/top and place it so as not to contaminate the inside. Do not touch medication at any time.	
7. Do not leave the medication unattended. Keep meds secure when not in use.	
8. After administration, document the medication administration immediately per school procedure, including: <ul style="list-style-type: none"> • Date and time given • Person administering the medication initials/ signature 	
9. Check the label a 3 rd time, then return medication immediately to the locked storage area.	
10. Verbalize understanding of school procedure regarding when and how to contact the school nurse/parent/guardian and/or call 911	
11. Able to locate emergency contact information	

Notes:

Signature of USP _____ Initials _____ Date _____