

To: Parents of Middle School Students  
From: Kelly Seaman and Nancy Kaproth, School Nurses  
Re: Medical Permission Form for the **Odyssey Trip**  
Date: August 11, 2014

In order to insure that medical information is current and permission valid, a Field Trip Medical form must be completed for every overnight field trip. **Please return the completed form and obtain any necessary physician orders for medication and return to the Nurse's office as soon as possible, BUT NO LATER THAN Monday, September 8<sup>th</sup>, 2014**

**If your child needs to take any medication during the trip, either prescription or non-prescription, we MUST HAVE a current doctor's order *and* a parent signature.** Rules and regulations about administering medicine to children on school trips are set by the New York State Board of Education and are quite strict. Please read the following information carefully. Your cooperation is appreciated.

- Medical orders on file in the Nurse's Office which cover the current school year are valid, as long as there have not been any changes in the medication.
- Local doctors' offices have the forms that are needed or you can request them from our office.
- Because of new privacy regulations, medical information will not be released unless a parent requests it, so the nurse cannot take responsibility for contacting medical offices to obtain prescriptions.
- Medications should be brought in by the parent/caregiver and given to one of the teachers on the morning of the trip.
- The nurse will send medications kept at school if parent(s) request.
- Medicines must be in the original container. Please send only the amount of medication needed for the trip.
- Children are not allowed to carry medications themselves unless they have written authorization from a health care provider.
- Please remember to pick up medication containers from the teachers at the end of the trip.
- Call us (277-7335) if you have ANY questions about this policy.

Thanks so much for following through on this.....Kelly & Nancy