

## Protocol #46 Guidance for Student Medications and Health Plans on Field Trips

In accordance with California Education Code Section 49423, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, students who have a Medical Disability for which a physician has prescribed Medication to be taken during the school day are entitled to seek assistance from the District in meeting their Medication needs while at school, including on field trips, sporting events, and other off-campus District-sponsored activities. **Except for personal asthma inhalers, personal epi-pens, and glucagon kits, a student may not independently possess Medication during the school day or while on District property. There are no exceptions to this requirement.**

DJUSD staff should complete the following steps to ensure that students have access to prescribed medication during field trips:

### Prior to field trip departure:

- Review field trip forms for any health concerns **at least two weeks** prior to departure.
- Submit a full roster of students attending the field trip to the School Nurse **at least two weeks** prior to departure for review of health conditions and medications. If possible, allow extra time if students attending the field trip have known emergency/rescue medications.
  - All students taking medications during the field trip must have a DJUSD Medication Assistance Authorization form completed and signed by both the parent/guardian and physician.
  - The School Nurse will provide the staff member with health care plans for all students attending the field trip.
- If any students require medication on the field trip, coordinate with School Nurse to receive Medication training. Medication training is required for the administration of *any* medication and must be completed on a yearly basis and before the first field trip.
- Arrange for additional support staff to attend to assist with student health needs as needed. *Students may not be excluded from trips based on health conditions, and parents must not be required to accompany a student based on a health condition in order to participate.* If support cannot be arranged, the field trip may not be possible.

### The day of field trip departure:

- School staff should sign out and collect student medication(s) from the school office immediately before the field trip. Please note, staff should not collect medications before this time as medications must be accessible to the student any time the student is on campus.

### During the field trip:

- Student medications should be in DJUSD staff possession at all times (except for personal asthma inhalers, personal epi-pens, and glucagon kits approved for self-carry by the physician and parent/guardian on the DJUSD Medication Assistance Authorization).
- Emergency/rescue medications should be accessible to the student at all times during the field trip, including during transportation.

### After the field trip:

- DJUSD staff should return student medications to the school office immediately upon returning to the school campus as medications must be accessible to the student any time the student is on campus.