



MENDOCINO COUNTY OFFICE OF EDUCATION

WARREN GALLETTI, SUPERINTENDENT OF SCHOOLS

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INTEGRITY • CUSTOMER SERVICE • ACCOUNTABILITY • TEAMWORK • INNOVATION • PASSION

Students

BE 5035.00c

CHECKLIST FOR SCHOOL ACTIVITY AND FIELD TRIP

(A separate Checklist is to be used for each activity or field trip whenever a child needs assistance with medication administration or needs to have medications available for emergencies during a field trip.)

STUDENT NAME: _____ DATE: _____

Staff Initials

- _____ 1 School administrator and nurse assure that staff members assisting the student are trained in medication administration and are available and willing to perform this task if needed.
- _____ 2 Nurse or designated staff member who assists student with self-administration of medication notes this on the log and gives Temporary Medical Log to the staff member, including extra medication in case of emergencies.
- _____ 3 Nurse assures that the trained staff member can communicate with others as needed (has a cell phone).
- _____ 4 Trained staff member reads the *Student Medication* policy and regulation, especially the "*School Activity and Field Trips*" section.
- _____ 5 After the activity or field trip, nurse logs meds back on log and files the temporary log in the student medical file.
- _____ 6 This *Checklist* is placed in the student's medical file.

MENDOCINO COUNTY BOARD OF EDUCATION

Adopted: May 11, 2009