



Dear Sixth Grade Parents,

The Outdoor Education Program policy for medication administration is described below. Please note the following:

1. Each medication must be written on a separate form.
2. All medication dosages and frequencies should be clearly stated. Ranges of dosages (example, 1-2 tablets) and ranges of frequencies (example, every 4-6 hours as needed) will **not be accepted**. Ranges are not compliant with Montgomery County School Health policies. An example of an acceptable wording for a dosage and frequency of a medication should read: one tablet every 4 hours as needed.
3. Parents of students who require **non-prescription**, over the counter medication (Tums, Tylenol, Advil, cough drops etc.) during their stay at outdoor education should complete all sections of Part I and Part II (even though the form states "to be completed by physician") of MCPS 525-13 (Authorization to Administer Prescribed Medication Form) and provide the needed medication in the **original sealed container**. Single dose blister packs are accepted if the name and dosage of the medication is included on the back of the packaging.
4. Parents of students who require **prescription** medication must complete Part I of MCPS 525-13. The physician must complete **all** sections of Part II. Epipens require MCPS 525-14. The prescription medication must be in the original container with a label on the container that matches the order written by the physician. When bringing prescription medication please send only enough medication for a three-day trip (with one extra just in case). The prescription bottle will be available for you to pick up at the end of the trip.
5. In Part I please check **New** and provide the date if the student has been given the medication for the first time within 48 hours prior to Outdoor Ed, otherwise check **Renewal**. Please **do not send "first time" medication** to Outdoor Ed in case your child has an allergic reaction.
6. Medications that are currently kept in the Health Room for students will be sent with the completed paperwork that is currently on file in the Health Room. All as needed medications and prescription medication given at scheduled times during the school day will be sent. If your child receives additional doses of prescription medication while at home a new MCPS 525-13 must be completed by the parent and the physician to include all doses given in a 24 hour period. In this case, the medication label on the container must match the physician's order.

All medication and forms must be brought to the Health Room **by an adult**. All **forms** and **medication** are **due by Friday, February 21st**. Please **do not** bring in medications without the completed paperwork in hand. Medications should be **picked up by an adult** on the day the students return from their trip. Medications will be destroyed one month after the program. If you have any questions please call the Health Room, at 301-601-3188.

Cheryl Kemp, RN, SCHN