

# Parent Checklist for Extended Field Trips

## Rocky Mountain Academy of Evergreen

Dear Parent/Guardian:

Please use this checklist prior to bringing in medications for a field trip. If you are not able to verify that all the items on this list are complete (as applicable to your student's medical needs) then do not bring the medications to school until completed.

\_\_\_ Make sure that I consulted with my child's Medical Provider to **complete and sign** the Medication Permission Forms

\_\_\_ The attached forms are required for any **over the counter** and/or **prescription medications**

\_\_\_ Make sure only one medication per form

\_\_\_ Make sure that all over the counter medication(s) in the original container labeled with the child's name

\_\_\_ Make sure prescription medication(s) are supplied in the original pharmacy labeled container

\_\_\_ Make sure all medication(s) provided are NOT expired (Expired medications **cannot** be accepted)

\_\_\_ Make sure inhalers and epinephrine pens are accompanied by the Colorado State Asthma and/or Allergy care plan (You do not need to provide an additional medication permission form for inhalers and epi-pens, they are already listed on the care plan)

\_\_\_ Make sure all care plans and/or medication permission forms signed by a medical care provider and parent/guardian

\_\_\_ Make sure that I have given permission for any sunscreen, lip balm, and/or insect repellent (These only require parent permission and can be packed in child's luggage.)

\_\_\_ Make sure that I have only provided the needed amount of prescription medication with one or two extras (Ex: a pill is required 2 x per day and the trip is 2 days, there is no more than 6 pills.)

### IMPORTANT NOTES

- All medication must be checked-in at school **1 week prior** to departure unless self-carry has been previously approved with Medical Provider, parent, and school RN consultant. Please consult with your Field Trip Coordinator regarding the specific date and time of medication check-in.
- Medications already provided for school use **WILL NOT** be automatically sent. You must speak with the School Health Aide if you are making this request.
- All medications must be picked up by a parent/guardian at the conclusion of the trip. Any leftover medications will be destroyed by the school RN consultant.