



Parent/Guardian & Coach/Chaperone Responsibilities for an Extended/Overnight School Sponsored Trip for Students Requiring Medication(s)

Coach/Chaperone Responsibilities

- If a “team parent” for the trip is designated, (not a coach or any paid staff member of the district in accordance with Education Law §6908), to hold and ensure students receive their medication(s), you are required to have parent/guardians complete the form [Parent/Guardian Authorization for Another Adult to Administer Medication to My Child](#).
 - The school would assume no oversight or liability.
- If there is no “team parent” designated, the parent/guardian of each student requiring medication(s) must provide you with the following form- [Extended/Overnight School Sponsored Trip Medication Form](#) as well as the medication(s) as outlined below in the parent/guardian responsibility section.

Parent/Guardian Responsibilities

Team Parent Available:

- If your student/child requires medication for an extended/overnight school sponsored trip, and there is a designated “team parent” that you would like to utilize, you will complete the [Parent/Guardian Authorization for Another Adult to Administer Medication to My Child](#).
 - This form, along with the medication, is your responsibility to give to the designee/coach/chaperone as outlined below in the medication drop off & pick up section.

Team Parent NOT Available:

- If there is no “team parent” designated or you choose not to utilize this option, you will have your student’s health care provider fill out the [Extended/Overnight School Sponsored Trip Medication Form](#).
 - You are also responsible for signing this form to grant permission as outlined on the form.

- This form, along with the medication, is your responsibility to give to the coach/chaperone as outlined below.

Medication Drop off and Pick Up

- When my student/child is brought to the departure location for the trip:
 - You must provide either the [Extended/Overnight School Sponsored Trip Medication Form](#) or the [Parent/Guardian Authorization for Another Adult to Administer Medication to My Child](#).
 - You are responsible for ensuring the medication(s) is/are delivered by an adult over 18 years of age to the designee/coach/chaperone of the trip and be provided in the original container with the pharmacy label or labeled with your child's name for over-the-counter medication(s).
 - When your student/child returns home from the trip, you are responsible for coordinating an adult over 18 to receive your student/child's medication back from the designee/coach/chaperone directly.