



## Overnight Fieldtrip Medication Letter

Dear Parent/Guardian,

1/8/2026

Does your child require **medication** on the upcoming field trip to Orlando? If so, please do the following before signing in medicine:

1. Take the attached Parent/Physician Authorization (**PPA**) form and have it filled out completely with your doctor as soon as possible for prescription medication. Emergency medications (inhalers, epi pens, and some migraine medications) are allowed to be self-carried and self-administered with a doctor's signature. Over-the-counter medications cannot be self-carry and will be kept with the medication assistant for the trip. Daily prescription medications are not allowed to be self-carried and self-administered and should not be checked by the physician as self carry/self-administer on the form. Any questions from your doctor regarding this policy may be directed to the school nurse.
2. If you are bringing an Over-the counter medication (OTC), the nurse will have these forms in the clinic. These are only allowed for 14 days, which fall within your trip's dates, without a doctor's signature. However, any supplements or vitamins such as Melatonin, require an MD signature. Please bring the medication in the **original box** (with **prescription label** if applicable) to sign in with the nurse. If it is an over-the-counter medicine (for example, Ibuprofen, Tylenol), bring it in a new, unopened container. The small travel-size packs work great for these trips. The medication must **not** be expired.
3. Medications **cannot** be sent in with the student unless they carry and self-administer. A Parent/Guardian must sign in the medication face-to-face with the nurse at least 1 week prior to your trip! Medications will not be accepted after this. **The deadline for this trip is 3/4/2026 by 3pm. Please do not wait until the last minute. This process takes time, so please keep this in mind.**
4. The clinic hours are **M-F 8:30am-3pm**. Please call the nurse to make an appointment. The clinic number is 256-428-8050.
5. Any medication brought after the above deadline **will not be accepted** unless special arrangements have been made with the nurse. An example of this instance would be if your student was diagnosed with an ear or sinus infection and needed to have antibiotics with them on the trip.
6. Once your student returns from the school trip, a parent or guardian must sign out any remaining medication with the nurse. Any medications not picked up within 1 week will be destroyed.

***Note: If your child does not require any medications for the trip, please disregard this letter. If you are a parent that will be attending the trip with your child, you may carry and administer his/her medications and will not have to sign them into the clinic.***