

To: Parents of Upper Level Students  
From: Kelly Seaman and Betty Windstein, School Nurses  
Re: **Medical Permission Form for Williamsburg, VA Field Trip**  
Date: **May 21-24th, 2018**

**The Field Trip Medical form for the Upper Level school trip to Philadelphia is attached.** In order to insure that medical information is current and permission valid, a form must be completed for **every** overnight field trip. **Please return the completed form and obtain any necessary physician orders for medication and return to the nurse's office as soon as possible, BUT NO LATER THAN Monday, May 7th.**

**If your child needs to take any medication during the trip, either prescription or non-prescription, we MUST HAVE a current doctor's order and a parent signature.** Rules and regulations about administering medicine to children on school trips are set by New York State and are quite specific. Please read the following information carefully. Your cooperation is appreciated.

- Medical orders, on file in the Nurse's Office, which cover the current school year are valid, as long as there have not been any changes in the medication.
- Local doctors' offices have the forms that are needed or you can request them from our office.
- Because of privacy regulations, medical information cannot be released unless a parent requests it, so the nurse cannot take responsibility for contacting medical offices to obtain prescriptions.
- Medications should be brought in by the parent/caregiver and given to one of the teachers on the morning of the trip or to the school nurse before that date.
- The nurse will send medications that are kept at school, if parent(s) requests.
- Medicines must be in the original container. Please send only the amount of medication needed for the trip.
- Children are not allowed to carry their own medications, unless they have written authorization from a health care provider to "self-carry".
- Please remember to pick up medication containers from the teachers at the end of the trip.
- Call us if you have ANY questions about this policy.

Thanks so much for following through on these details...

***Kelly & Betty***