

DENVER PUBLIC SCHOOLS

DIVISION OF STUDENT SERVICES

NURSING & STUDENT HEALTH SERVICES

2017-2018

Hodges

Teacher Extended Field Trip Notification

Date: **2/12/18**

Dear Teacher/s,

Your class is scheduled for a field trip to **BALARAT** on **March 6th through 8th**. I will need your help in making sure that the information gets home to the parents in a timely manner so that the medical accommodations can be made in time.

Please note of the following details regarding school field trips and students taking medications:

- 1. Students who need to take medications with them on field trips must follow the DPS Student Medication Policy. This stands for **all medications**, including over-the-counter medications such as Tylenol, Advil, cough drops, etc. This includes medication a student needs during "non-traditional" school hours, if the field trip will extend into those times.
- 2. **Only** DPS employees who have been trained and delegated by the school nurse to administer medications may do so. This delegation contract must be signed every school year by the employee and the school nurse.
- 3. All medical information is confidential. The information you obtain regarding a student's health may not be shared with anyone other than the school nurse.
- 4. If a student or parent gives you medical information, medication forms, or actual medication, please give this to the school health office immediately.

I am at your school on: **MONDAYS**
(Days)
From **8:00am** to **4:00pm.**
(time) (time)

Contact Numbers: **720-424-7865.**

Please touch base with me by: 3/5/18 via email.

Thank you!

School Nurse: **Brigette Bayles, RN**