



Sarah Mitchell, RN  
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Dear Parents and Guardians:

During overnight school trips, the school nurse in attendance or trained non-employee chaperones follow Board Policy for the administration of medication to students. Please read the following information carefully so you are aware of the procedures. Links to the required forms can be found at the end of this letter.

1. **All prescribed medications require a doctor's written order on Lakota's Medication Authorization forms.** A separate form is needed for each prescription medication. If your child takes medication during the school day, the school medication permit may be photocopied for use on the trip.
2. **Over the counter (OTC) medicine also requires a doctor's order.** The OTC form lists common medicines that the district will provide if a student has a doctor's order on file. Parents are welcome to send their own OTC medication if a doctor's order accompanies it.
3. A parent permission slip is required, in addition to the doctor's order, for any student who will require medication on the overnight field trip.
4. The prescribed medication must be provided by the parent, regardless of the student's age, in the original container. Prescription medication **MUST** have the pharmacy label; over-the-counter medication must have the student's name written on the medication package. **PLEASE ONLY INCLUDE THE NUMBER OF DOSES THAT WILL BE NEEDED ON THE TRIP.**
5. Medication must be brought to the clinic along with the doctor's order by **(10/5/2024)**. Medication orders can be faxed to 513-682-4133. Please contact the school nurse as soon as possible if this will not be possible in order to make special arrangements. **No medications will be accepted after (10/12/2024).**
6. **Medication drop off times (730am-3pm): Between now and 10/12/2024**
7. If your child has medication in the school clinic, the medication will be sent on the trip. **Please note: If an additional dose of the medication is given outside school hours, additional doctor's orders will be required.**
8. All medications must be picked up by the parents when the students return from the trip. **Medications that remain in the clinic will be discarded on 12/20/24.**
9. Please make sure all emergency contact information is updated in [Final Forms](#).

Please print and complete the required forms: Here is the link for the Medication Administration forms (please print and complete):

- [Overnight Trip Medication Form](#)
- [School Medication Permit](#)
- [Over The Counter Medication Permit](#)

Please feel free to contact me if you have any questions at 513-874-5699 EXT 10421 or [sarah.mitchell@lakotaonline.com](mailto:sarah.mitchell@lakotaonline.com)

Sincerely,

Sarah Mitchell  
Registered Nurse