



CHECKLIST FOR ADMINISTERING MEDICATION ON A FIELD TRIP

For children going off the program site on the field trip:

If any children will need medication while off the program site, complete the following checklist:

- A MAT certified provider will be available to administer medication that may be needed on the field trip
- The medication is in the original pharmacy container
- The medication is kept in a locked place
- The medication is packed separate from food and other supplies
- If the medication requires refrigeration, it is being transported in a labeled container at a temperature between 36-40°F
- I have any administration tools or special equipment needed to administer the medication are packed
- I have the child's original Written Medication Consent Form
- I have the child's original Log of Medication Administration so I can document the medication administration immediately after giving the medicine
- If I will not have access to running water, I have waterless hand washing gel
- I have the emergency response numbers for the area we will be visiting
- I will be able to provide confidentiality while administering medication off the program site

For children not going off site:

If any children will need medication administration while others are off program site, complete the following checklist:

- A MAT certified provider will be available to administer the medication
- The Written Medication Consent Forms and Log of Medication Administration forms are available for any child left at the program