

Overnight Trip Letter

This form is required for every student.

We are excited about the field trip for your student to San Antonio on 4-22-26 / 4-26-26. To ensure that your student has a safe trip, please completely fill out the following information for your student. Please include information that was filled out at the beginning of the year and conditions that are already on file. This information will better allow us to plan for and meet any unexpected medical needs that may occur on the trip.

Student Name: _____
Date of Birth: _____
Physician: _____ **Phone #:** _____
Insurance: **YES** Carrier: _____ Policy holder name: _____
or **NO** **If not, please visit the Shelby County website and consider signing up for school insurance.
Allergies to Medicines: _____
Food Allergies: _____
Medical Conditions: _____

Will your student have a parent attending? YES or NO

If yes, and the parent intends to bring, carry, and give their student's medications. **Skip to the signature.

**If no, please complete the following section:

- ❖ If the medication is taken at school, the nurse will arrange for that medicine to go on the trip.
- ❖ If your student has medication that must be given by a medication assistant (such as ADHD or controlled substances), please list below and complete the attached forms as per Shelby County guidelines. Please let the school know if you need assistance with forms.

Medications routinely taken at home that will need to be given on the trip:

Medicine and Dose	Time(s) given	Prescription? YES or NO
_____	_____	YES or NO
_____	_____	YES or NO
_____	_____	YES or NO
_____	_____	YES or NO

Parent/Guardian Signature

Date

Reminders:

- ★ We discourage sending OTC meds on field trips unless it is a medication that your student routinely takes for a chronic health condition.
- ★ You may send a sunscreen lotion (not aerosol/spray) for your student to apply to him or herself.
- ★ All medications must be brought to the school and signed in by a parent unless a DR has allowed them to self-carry. Students can not self-carry controlled substances. Call the school nurse with any questions.
- ★ Prescription medications must be in the original container with a pharmacy label that matches the med form. Those medications must have a form that contains a DR signature
- ★ OTC medications must be:
 - Not expired
 - Unopened
 - Age appropriate
 - FDA approved

Send back to school with student or scan to afields@shelbyed.org