



**MEMORANDUM  
POMONA UNIFIED SCHOOL DISTRICT  
Health Services**

DATE: October 08, 2013  
TO: Principals and Office Managers  
FROM: Dr. Mark Maine, Director  
SUBJECT: Student Field Trips and Medication

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Dear Principals and Office Managers,

In preparation for field trips please consider the following as it relates to medications:

1. School Nurses
  - a. Train staff to assist students with medications
  - b. Coordinate with school-site principal when additional staff need to attend the field trip to assist students needing medications and procedures
2. Health Assistants
  - a. Prepare medication documents for teachers for day of field trip
  - b. Prepare and provide medications and documents on day of field trip (or before if not present day of field trip) to the teacher

In order to accomplish the above the School Nurse should be notified a minimum of two weeks prior to the field trip.

Thank you for your attention to this matter.

If you have questions please call

Dr. Mark Maine  
Director, Student Well being  
Phone: 909-397-4648 ext. 28352