



September 10, 2009

**Administration of Medications to Students During School-Sponsored Events by Parent/Guardian Designee**

The Department has received several inquiries from the field regarding the administration of medications to students during school sponsored events such as field trips. Although the Department generally recommends that a school nurse or parent/guardian administer medications to a student, there are instances where a school nurse or parent/guardian is not available to do so. Under such circumstances, the parent/guardian may authorize another adult, such as a family member, household member or friend, to do so (Education Law §6908). The Department recommends that the parent/guardian designate **in writing** another adult, as described in §6908, to administer the medication in situations where the school nurse or parent/guardian is unavailable. To assist schools in obtaining written authorization from the parent/guardian, the Department has developed the attached sample form. Such form should be completed by the parent/guardian and kept on file in an easily accessible place in the event that questions arise on a trip or at an event.

Education Law §6908 provides, in pertinent part:

*This article shall not be construed:*

*a. As prohibiting:*

*i. the domestic care of the sick, disabled or injured by any family member, household member or friend, or person employed primarily in a domestic capacity who does not hold himself or herself out, or accept employment as a person licensed to practice nursing under the provisions of this article; provided that if such person is remunerated, the person does not hold himself or herself out as one who accepts employment for performing such care....*

Districts should be knowledgeable about and ensure compliance with applicable Federal laws, including, but not necessarily limited to, the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA). These laws require students' accessibility to all school events, including field trips. Therefore, a school should have several options available to ensure accessibility to all students while still meeting the students' health and safety needs.

If you have any questions or need additional information, please contact the Office of Student Support Services by phone, at 518-486-6090 or email at [studentsupportservices@mail.nysed.gov](mailto:studentsupportservices@mail.nysed.gov).

*See Below for Sample Form*

**Parent/Guardian Authorization of Another Adult for  
Administration of Medication**

**Sample Form**

*To be completed by parent/guardian:*

I authorize \_\_\_\_\_, my  
*(name of designee)*

friend, family member, household member or other relationship appropriate in accordance with Education Law §6908)

to administer the following medication(s):

\_\_\_\_\_  
\_\_\_\_\_

to my child \_\_\_\_\_,  
*(student name)*

at the following school sponsored event :

\_\_\_\_\_  
*(name and date of event)*

I acknowledge that \_\_\_\_\_ district  
*(name of school district)*

will not be liable for any problems that may arise as a result of the administration of such medication by the designee.

Parent/guardian signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_