

Dear Parents and Guardians,

My name is Matthew Tobey. I am a Nationally Registered EMT. It will be my duty to insure your Student's medications are safe and available. In order to do this, we will need to follow certain guidelines.

A date and time will be announced for the transfer of medications to me. All medications will be locked once received.

There is a form you are required to fill out and sign.

The medications MUST be in a bottle prescribed to the individual they are intended for. As a NREMT I can NOT give any medications to anyone that they are not prescribed for.

The bottles must have ONLY the amount needed for the trip.

#### The procedure.

Every morning at breakfast I will be available and checking off students for their morning medications. I always TRY to be the first to the breakfast location.

Note: the students should come to me first then get breakfast.

Afternoon medications can be discussed when you drop off the medications

Evening Medications are distributed when we return to the hotel in the evening. This will be announced each day depending on the schedule. The hotel lobby has a seating area away from the main desk. That is where I will be setting up.

As NREMT's we can not distribute any over the counter medications. Non-NREMT's can however. My recommendation is that you have your students pack a short supply of what they might need. This means a travel size package(s). The form will have a place you can write in any over the counter medications the student is planning to bring.

Matthew Tobey  
Portsmouth School District  
Media Technician