

Planning A Field Trip

Things to be Aware of:	Concerns to be Considered:
1. Check with School Nurse when Planning a Field Trip	<ul style="list-style-type: none"> a. Check for food allergens served or touched or breathed in/on airborne site. b. Students with medical challenges may need accommodation. c. Students with 504 Plan / IEP may need accommodation. d. Type of transportation to be used. e. Weather-related concerns during trip. f. The school nurse will pack students' medications by homeroom teacher, unless otherwise notified.
2. Chaperones	<ul style="list-style-type: none"> a. Chaperones to read, sign, and date the "Field Trip Guidelines" information slip prior to the trip. b. Teachers are to supervise and support chaperones while on the field trip. c. Notify in writing school nurse/main office who the chaperones are one to two days before leaving for the field trip.
3. Student Groupings	<ul style="list-style-type: none"> a. Inform school nurse/main office if any students are not attending the field trip. b. Certified staff/teacher must sign off classroom medications yearly in the nurse's office delegation book. c. Teachers should inform students that the teacher is carrying their medications on the field trip. d. Teachers are to keep students with medications on their bus. e. Teachers are to keep students with medications in their group (unless the student's parent is present.) f. Medications are to be picked up in the nurse's office prior to leaving and returned promptly upon returning.
4. Staff Absences	<ul style="list-style-type: none"> a. Notify the school nurse ASAP if you are not going on the field trip. b. An alternate, certified staff member will have to sign off on the medications for students in the delegation book prior to departing for the field trip.