



COLLEGE PLACE PUBLIC SCHOOLS

Health Services

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focusing on kids and their learning...

Date: 8/12/11

To: All Staff-College Place School District

Re: Field Trips

Field trips include any activity that takes place away from the school that is a school function. Examples: sports events, walking to the store, busing the students to other locations.

*1. The adult in charge of the field trip is to notify the nurse **at least** one week in advance, by **e-mail**, of the **date, time of departure and return, location** of the trip with a **list** of who will be going (**students, staff and any other adults**), and indicate which students you know have health concerns.

2. This will allow the nurse to **verify that the health information is current** and do a **second check** for students with health concerns since this information is not always known and is often found out as the school year passes.

*3. It will also **allow the nurse to identify any staff member who has been through the yearly medication administration training** (see medication law handout). **If no one has been trained, a staff person planning to go on the field trip must be trained before the field trip occurs.**

*4. If the field trip extends **beyond regular school hours**, a form is to be sent home requesting medication information for any medications the student will need during the time they will be gone on the field trip.

5. For field trips beyond regular school hours, the nurse will contact the parents to make sure the medications the student needs beyond regular school hours are ready and at school prior to the field trip.

6. The nurse will put together a field trip folder with the proper paperwork, including medication orders, medication administration log, permission slip, emergency plan, list of who is trained to administer medications, etc.

7. The secretaries will have the field trip notebook and the medications they have in the office or health room ready the day of the field trip, to be picked up by the person who will be administering medications.

8. The **adult in charge** of the field trip will **make sure those students who carry their own medication, such as inhalers, have their medication on them before leaving**. The nurse will let you know who these students are after receiving the list of who is going from you. These are students whose **doctor has indicated on the medication order** that the student is able and capable of administering their own medication, they have demonstrated they are capable, and the parents, doctor, school nurse and student are in agreement.

9. The person in charge of the medications is to **bring the medication bag back to the office as soon as you return from the field trip**. Medications need to be put away ASAP so they are available if needed once the students have returned to school. **Do not send the medication bag to the office with a student**. If you return from the field trip after school hours **secure** the medications in your room, then **return to secretaries before start of next school day**.

Remember that no matter what our personal opinions may be (we never see the student use his inhaler, the student says he doesn't need it) **we must follow doctor orders. Please bring any such concerns/observations to the nurse's attention so the medication order can be reviewed with the doctor and/or parents.