



Field trips are a wonderful opportunity for students to have an organized learning experience outside of the classroom. However, for students to be safe during these outings health services personnel must follow the following guidelines.

- 1) The teacher is to notify the nurse of a planned field trip at the same time that parents and cafeteria workers are notified. He/she will give a list of students scheduled for field trips to the nurse no later than 48 hours prior to a field trip. Any less notice could prevent a student for whom accommodations for medications and other health related services require preparation from attending.
- 2) The school nurses will prepare medication to be sent in appropriately labeled* individual containers/envelopes and place them in a locked box/bag.

*Medication labels will include the child's name, name of the medication and dosage, number of pills and time to be taken as transcribed from the physician's order. The label will also include a place to log the time the medication was taken.

- 3) Nurses will not usually accompany students on the field trip, as they will need to be available to serve the remaining school population. Therefore, classroom teachers, as designated by the principal, will be:
 - a) Properly trained to administer medication according to BISD's protocol. This will include observing all students who take medication for proper intake and to observe for side effects.
 - b) Informed of any special instructions, all medication side effects to be aware of, and special needs/procedures that need to be accomplished while on the field trip
 - c) Given a list of students with special needs and health accommodations.
 - d) For all medications sent on a field trip, nurses will review medication fact sheets with the teachers. These can be found at www.healthtouch.com
- 4) The teacher who is administering medications will do the following:
 - a) If a student needs an inhaler, the teacher who is carrying these inhalers, will observe the student taking his/her medication and note the time taken on the container/envelope.
 - b) At the designated time, the teacher will match the name on the envelope with the students who have schedule medications and observe the student taking the medication, noting the time taken on the container/envelope.
- 5) Students may not self-administer any medications except inhalers on field trips. Teacher/staff will be responsible for carrying and administering medications.
- 6) All envelopes and inhalers will be returned to the school nurse upon returning to school. The fact that the child took or did not take his/her medication will be recorded on the daily medications sheet.
- 7) The principal and nurse will be notified of any emergency action taken during the field trip. The teacher will complete, as necessary, an Accident/Incident Report (Form I C-1).
- 8) A First Aid Kit and a "First Aid for Schools" pamphlet will be available for the field trip. The First Aid Kit may include: 4X4 gauze pads, disposable gloves, band aids, adhesive tape, scissors, safety pins, triangle bandage, triangle cups.