

East Windsor Public Schools Field Trip Coordinator Medical and Safety Procedures

- All field trips require a point person on the field trip and a point person on each bus.
- The point person of the field trip is responsible for calling the Principal in case of an emergency. If the buses become separated the point person of the bus who has an emergency will call Principal.
- There must be accurate student rosters for each bus.
- Attendance checked once boarded on the bus before the trip leaves for their destination.
- Attendance taken again when the buses are boarded to return home.
- If the field trip returns back to school after school hours, parents must sign their child out from the field trip coordinator. This procedure will be followed at BB and the MS.
- Rosters will be held by point person on the bus.
- Students at EWHS must sign in when boarding the bus for a field trip. Sign in sheets will go to point person on bus.
- Any student attending a field trip must have updated health history form on record in the School Health Office.
- Any student who will require medication while on a field trip will need to have the medication permission on a field trip form completed and on file in the Health Office.
- Student field trip permission forms must be completed 2 working weeks prior to the field trip
- The Field Trip request form and a list of students **by grade** attending the field trip must be turned into the Health Office **at least 2 weeks prior to the trip. Please remember this is two working school weeks. A vacation week is not included.**
- **This list of students attending the field trip must be a final list. Any changes must be approved by an administrator.**
- **If the final list of students attending the field trip is changed on the day of the field trip the nurse must be notified by the field trip coordinator prior to the field trip leaving the building**
- **The nurse will meet with all parents prior to any overnight field trips**
- **If the date is changed on a field trip, a new field trip form must be completed.**
- **If a field trip is cancelled, the field trip coordinator must inform the bus company and the nursing staff.**
- If the field trip form is turned in after the two week period that field trip will be cancelled.
- **The Health Office Nurse** will review the list of students attending the field trip to determine if the medical requirements of the students' on the trip will require a nurse.
- If a nurse is required on the field trip, the health office staff will inform the Nurse

- Leader so that she can secure nursing coverage. District nurses, substitute nurses and agency nurses will be contacted for possible coverage. The Nurse Leader will inform the health office when nursing coverage is secured.
- The cost of the nurse for the field trip will be rolled into the cost of the field trip.
 - **Teachers will not determine the cost of the nurse or the need for a nurse on a field trip. Once a nurse is secured for the field trip the health office nurse will place the cost of the field trip nurse on the form and sign the form. The form which will then go to the Principal.**
 - If a district substitute nurse or an agency nurse cannot be secured, the field trip is subject to cancellation.
 - The Health Office Nurse will ensure a medication delegated staff member is on the field trip, if one is required.
 - The Health Office Nurse will also determine if any students can self-administer their medication.
 - School Nurses will not be used as chaperones. Field trips must have at least one chaperone per 10 students
 - All volunteers on field trips must be background checked by Human Resources at Central Office.
 - Every attempt will be made to ensure that all field trips go out as expected but if the field trip request form is not on file two weeks prior to the trip any field trip is subject to cancellation.
 - Parents who are RN's cannot volunteer on field trips. In order for a parent who is a RN to administer care legally to a student that parent must be a substitute in the district.
 - If an agency nurse does not show for a scheduled field trip the field trip coordinator should call the nurse leader immediately. Every attempt will be made to locate the agency nurse for the field trip. The field trip will be cancelled if a nurse is required and one is not available.
 - The field trip coordinator must ensure allergen safety when choosing a field trip destination that includes food. Please consult with school nurse.
 - Students with medical issues must be on the bus with the nurse if a nurse is on your field trip. Please review the list of medical issues with the nurse prior to assigning students to their buses.
 - **The field trip coordinator will coordinate with the business office when paying for cost of nurse on field trip.**

Connecticut State Law states that students, who require medication on a field trip or who have a medical diagnosis that will require nursing coverage on a field trip, cannot be excluded from any field trip. It is imperative that confidentiality is maintained in regard to any medical issues on all field trips.

Priority will be given to staffing our Health Offices with substitute nurses versus staffing a field trip.

If you have any question in regard to these procedures, please contact the Health Office.