

# Field Trip Check List For Supervising School Staff



## Key reminders:

1. Plan ahead. Use your plan.
2. Call 9-1-1 in an emergency. When in doubt, CALL.
3. Trained DISTRICT staff or the child's own parent must be available for students needing medications or treatments.
4. Except for a child's own parent, volunteers CANNOT be assigned the responsibility of following an Emergency Care Plan or for students needing medication or treatments.

## Check List:

- Emergency Action Plans/Health Care Plans for ALL students with plans.
- Take all medications needed during the field trip (daily/emergency/as needed). Medications will be prepared by a trained secretary, following health services guidelines, and must be signed in and out.
- School nurse must be notified of field trip a minimum on 72 hours in advance to train staff members on medication administration.
- If district-provided food is necessary, use the Sack Lunch Order or Outdoor Educational Camp form to request appropriate food.
- Verify district-provided food is received and appropriate for students with life-threatening conditions.
- First Aid trained district employee.
- Take along a minor wound care kit (e.g. fanny pack with gloves, band aids, wipes, etc.)
- Cell phone must be available (confirm coverage area for trip).
- Determine how to contact emergency services, to and from location.
- Call 9-1-1 if an emergency arises (confirm 9-1-1 is available).
- Verify ALL student health issues, and inform all participating teachers.
- Trained DISTRICT staff must be available to administer student medications.
- Remember: Parent volunteers are not to be assigned responsibility for students with life-threatening conditions or students needing medication.
- Bring a copy of the current classroom health query from PowerSchool (available from office staff).