

Extended Field Trip Instructions for Shorecrest Staff

Please remember that much of the information you will be gathering is confidential. All medical information is confidential and if you are gathering insurance card copies, those need to remain secure.

What is an extended field trip?

- Cheer, Flag, Dance, etc., Camp
- DECA Trips
- Sport Team overnight Camps, Tournaments, Games, etc.,
- Band or Choir overnight trips
- Regular Classroom overnight field trip
- Club overnight trips
- **Any School Sponsored overnight trip**
- **A one day field trip that extends beyond the regular school hours.**

Please **begin planning and gathering forms** for your trip early - **2 months before** would be really wonderful. It is a big job and can be very time consuming. Lots of steps and pieces of paper to gather!

Teachers are to download the Overnight field trip forms from the health office web page. Please make sure you fill in the destination at the top of the medical forms before you make copies.

- Field trip parent permission and release form.
 - There are two forms
 - ♣ One for High Risk trips - Camp, Pools, Wild Waves
 - ♣ One for everything else
- Permission to give medications for extended field trip

When you meet with parents to go over the trip, please include the following information in your presentation:

- All medications - even over the counter medications **MUST HAVE** parent and physician signatures in order for the student to bring the medications with them.
- Medications must be sent in original containers - no baggies.
- Send only enough pills for the duration of the trip + 3 days in case of delays
- The medication form gives permission for students to self carry and self administer medications. If parents want an adult staff member to carry and administer, just have them write that in the orders.

- Remind families that their students are going to a different environment. If they have allergies, I would suggest sending their allergy medications. If they have asthma but hardly ever need to use their inhaler, I would suggest sending the inhaler.
- Please remind families that the information they give us is considered very confidential. It is extremely important that families disclose any possible medical or emotional concerns their student may have. It is also very helpful to know if their student walks in their sleep or any other out of the ordinary things.

One month before you leave, **email the health office a list of all possible students going on the trip.**

All medications, even over-the-counter medications MUST have a physician signature as well as parent signature on the permission to give medication form.

The nurse needs to review all medication forms as well as the medical information form parents are to complete. I need those forms at least 1 week before you leave.

I will not keep track of who I have checked for what, it is your sole responsibility to make sure all forms are in and have been reviewed.

These forms need to remain with the adults who are supervising the specific students while you are on your trip. If you are in groups that will be going different places, make sure those forms travel with the adults that have those students. It can get complicated and be a volume concern if you have a large group that is traveling.

The health office will compile a list of health concerns that I have record of for the student names you provide that are attending the trip.

A week before you leave please set up a time to come to the health office to review medical and medication information you may need to know or be trained to administer.

Summary:

- 2 months before departure, begin gathering forms
- Download forms from health office web page
 - Permission and Release parent form - **Use High Risk form for High Risk Field trips - Camp, Pools, Wild Waves**
 - Permission to give medications for extended field trip
- **Write the name of the trip on the top of the forms and distribute to students**

- When you meet with parents, give them the medical information instructions outlined above
- Email the nurse a list of all possible attending students
- Medication forms for ALL medications taking on trip
- All medical forms to nurses at least 1 week before trip for review
- Set up a time to review/get instructions from the nurse re student health and medication needs.
- Organize all of the forms so they will be with the adults supervising specific students at all times