

**Public Schools Of Edison Township**  
**Health Services**

**Guidelines for Field Trips**

Teachers/Staff Members who are organizing/sponsoring Field Trips are ultimately responsible for the Safety, Health and Well-Being of all of the students participating in their trip and should be cognizant of this through the planning and implementation process.. To assist the Staff member organizing the trip, please refer to the following:

1. School Nurses should be involved in the early planning of school building class trips. Once the trip is approved, ALL students must be cleared by the school Nurse.
2. Field Trip forms -HS # 28 must be completed and submitted to the School Nurse at least one to two weeks prior to the trip for review. This will allow for parents/students to submit any missing health and/or medication forms so that exclusion from the trip is avoided. Once the Field Trip Forms HS#28 are reviewed the nurse will return the forms to the sponsoring Staff member to take on the trip along with a Genesis list of the medical needs of the students involved.
3. The decision for a substitute/or School Nurse to accompany a class trip is made by the building Principal in consultation with the respective School Nurse. Consult the Head School nurse as needed. (Building School Nurses should be given the priority consideration to stay with their students in the building rather than accompany a relatively small portion of students on a class trip).
4. The Vacancy need for a substitute Nurse must be put into Aesop immediately by the School Office staff once the school trip has been approved.
5. Field trip destination facilities should be contacted to explore options for student emergency first aid and medication administration management.
6. Parents/guardians should be ENCOURAGED to make every attempt to be a chaperone in order to administer medication and/or attend to the Special Needs to their student.
7. Discussion should be made with the parent/guardian regarding the possibility of changing or eliminating the medication schedule for the trip/activity day. Schedule changes could allow for medication administration only at home, or by the school nurse at school prior to or after the trip/activity, during school hours or not at all. Written permission for such must be obtained from the parent.
8. Asthma inhalers, Epinephrine and other medications may be self-administered by the student in accordance with the District Medication policy and provided

there is a CURRENT school year physician order and parent permission to self-administer on District approved forms.

9. NOTE- 911 is to be contacted immediately whenever a major emergency arises on a class trip AND a staff member MUST accompany the student to the Hospital and remain with the student until a Parent/Guardian arrives.
10. Consult with the Head Nurse with any concerns/questions.

9/00, 4/02, 4/04, 4/09,

cm: 8/16 Health Services Guidelines for Class Trips