

**Field Trip Preparation Checklist: Responsibilities of the MPS Staff person requesting the Field trip (A.) and the Responsibilities of the School Nurse (B)**

**A.**

**Prior to the field trip: The MPS Staff person that has requested and is organizing the field trip will:**

- Determine the field trip destination – Is the trip educational?
- Check the date: Are there any other field trips in the district scheduled for the same day?
  - Please do not schedule field trips that require a nurse on Mondays or the day after a long weekend or during Kindergarten registration days at MECC in June.
- Complete the MPS Field trip request form and forward to appropriate personnel, as indicated by MPS district policy: 4 weeks in advance
- Get approval from the Principal: 4 weeks in advance.
- Get approval from the Superintendent and/or School Committee in advance (if needed).
- Get approval from the School Nurse: at least 4 weeks in advance:
  - The School Nurse will need a list of all potential students attending the field trip, and time to assess the field trip and determine if the field trip requires a nurse.
  - If a medical concern is checked off by parent/guardian on the field trip permission slip, please share this information with the school nurse.
- The School Nurse will invite the adult parent/guardian of any student that has specific medical needs to chaperone their student during the field trip. If a parent declines then a nurse is required for a field trip.
  - School nursing does not completely sign off on the field trip until a field trip nurse is secured, and
  - If at any time, there is no nurse available to cover the Field trip, it will be canceled, and rescheduled if possible.
- All parents/volunteers/chaperones must have current CORI on file.

**On Day of Field Trip: The MPS Staff person that has requested and is organizing the field trip will:**

- Meet with the School Nurse and collect all necessary supplies: inhalers, epinephrine, care plans, contact information and First Aid supplies and other supplies to provide for the care of each child participating on the field trip.
- If a Nurse is going on the field trip, please plan for all students with health concerns to travel on the same bus and develop a plan to contact the nurse if the nurse is needed.
- The nurse's Cell number should be shared with all field trip chaperones and teaching staff.
- For the safety of all, field trip nurses are to be available to all students and staff for emergencies. Please do not assign the field trip nurse the added responsibility of a group of students to chaperone.
- If a One to One Nurse is assigned to care for a medically complex student during a field trip** (according to students IHCP / 504 plan) the one to one nurse is responsible only for the nursing needs of the one medically complex student.

**After the Field Trip:**

**The MPS Staff person that has requested and is organizing the field trip will:**

- Return all medications, care plans, first aid kits and all confidential information to the school nurse immediately after the field trip or the following day.
  - Document any medications/treatments or First Aid care provided on the trip.
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**B.****School Nurse Field Trip Preparation Checklist:****Prior to the Field trip, The School Nurse will:**

- Review/Sign District Field Trip Request form, including list of all participating students.
- Identify any health-related concerns as well as accessibility issues for all students, by researching:
  - Does the facility offer access for all students, as needed? (ramps, bathrooms, area for toileting). Secure transportation.
  - Do any students require a wheelchair accessible bus?
  - Will students be eating food at the field trip location or on the bus?
  - Are there any students with food allergies and does he/she have an IHCP plan for field trips?
- Prepare necessary forms for documentation of medication administration, field trip first aid kits and supplies for any other required nursing treatments.
- Include copies of licensed prescriber orders, Emergency Action Plans, and parent contact information.
- Review plan for any medication delegation with appropriate staff person, and document this communication in students health record/Aspen (per CMR 105. 210). This step can take place either before or on the day of the field trip.
- The school Nurse reviews IHCPs and 504 Accommodation and determines
  - If a student is identified as having a health need that requires a nurse, the school nurse can ask a parent/adult caregiver if they would like to attend, however, parent/guardian cannot be required to attend in order for their child to participate on the field trip.
- If no parent/adult family member is competent and available to cover their student needs during the Field trip, then the field trip requires a nurse.
- The School Nurse notifies the Nurse Manager whenever a nurse is required on a MPS field trip.
- The Nurse Manager searches and fills the field trips nursing shift and keeps the school nurse updated.

**Day of Field Trip: The School Nurse will:**

- Review medical concerns, medication administration and treatment plans, and emergency protocols with the Field Trip Nurse, or with the staff member(s).
- The Field Trip nurse provides a cell phone number to the Field trips staff point person, and with field trip staff person/chaperones for ongoing consultation for all student health concerns that may arise during the field trip.
- If a nurse is not accompanying the field trip: the school nurse will notify the staff person requesting/organizing the field trip and School admin that the Field trip does NOT require a nurse..
- As needed, the school nurse will:
- Train staff members in epinephrine/medication administration and document training (per CMR 105. 210). This step can take place either before the field trip or on the day of the field trip.
- Review plan for any medication delegation with appropriate staff person, and document this communication in students health record/Aspen (per CMR 105. 210).
- Notify parents/guardians of students requiring medication of the name of the trained, unlicensed staff member who will be administering medication to the student and obtain parent's written consent (per CMR 105. 210).