

Chimacum School District Field Trip Check List for Supervising School Staff

Submitted by: _____ Destination: _____
(teacher/advisor/coach)

Travel Date(s): _____

Date/initial*	OFFICE STAFF RESPONSIBILITIES
	STUDENTS WITH HEALTH CARE PLANS: Staff must carry copies of their students' health care plans on field trips. Make copies for staff to pick up before they leave for the trip.
	INFORM FOOD SERVICES a minimum of 3 days prior to field trip how many sack lunches will be needed.
	IDENTIFY STUDENTS WITH SEVERE FOOD ALLERGIES and inform food services if a sack lunch will or will not be needed for these students. (The safest option is a lunch from home but this is not required.)
	STUDENTS WITH MEDICATION IN THE OFFICE: If there are students with medication in the office, inform teachers in advance, that they will need to sign in/sign out and carry. Prepare forms and medication for the field trip.

Date/initial*	TEACHER RESPONSIBILITIES
	Verify all students with issues that may affect their health or safety on the field trip and inform all participating teachers.
	STUDENTS WITH HEALTH CARE PLANS: Staff must carry copies of their students' health care plans on field trips. Pick up copies up from the office.
	MEDICATION STORED FOR STUDENTS IN THE OFFICE must be signed out and picked up before field trips, and returned/signed back in after field trips. If medication will or may need to be administered, call Marti Haley, RN 385-9442 in advance to arrange required medication administration training if not already done within the past 12 months.
	Verify district provided food is received and appropriate for students with severe food allergies.
	A cell phone must be available (confirm coverage area for trip).
	CALL 911 if an emergency arises, available 24/7 throughout Washington State. If a field trip is out of cell phone range or out of state, determine beforehand how to reach EMS services.
Remember: Parent volunteers <u>must not</u> be assigned responsibility to administer medication or for the safety of students with life threatening conditions (but may choose to do so for their own child only).	

*Date and initial once completed