

**MIDDLEBOROUGH PUBLIC SCHOOLS
HEALTH SERVICES
FIELD TRIP PROTOCOL**

In order to ensure the health and safety of our students, the following procedures are adhered to when planning for field trips:

Every two years, the school nurse leader applies to the Massachusetts Department of Public Health School Health Unit for permission to train staff members in administration of emergency epinephrine (EpiPen) and medication delegation for field trips.

1. Upon approval from DPH, school nurses offer EpiPen training each fall to staff. The procedure is reviewed again in the spring and as needed during the school year.
2. Teaching staff/Administration will notify the school nurse of anticipated field trips with sufficient notice (**a minimum of four weeks**) for the nurse to review the medical needs of the students participating in the trip, contact parents as needed, and make arrangements for students who have medical needs that must be met.
3. Parents must give permission for their child to receive medication on a field trip. This is obtained when the parent meets with the school nurse and completes the required documentation: signed parent authorization form, current physician medication order, and supply of prescribed medication.
4. Parents of students with medical needs are encouraged to accompany their child whenever possible and must be considered first when arranging for chaperones. A current CORI must be on file.
5. If a parent/guardian of a child with medical needs is unable to accompany their child on a field trip, the nurse leader will review the child's medical status. A decision will be made by the nursing staff to either delegate to a trained staff member or designate a nurse to accompany the student on the field trip. If a nurse or trained staff member is not available to accompany the student, the trip may need to be cancelled.
6. Once the school nurse has accounted for the safety of all students attending the field trip and has secured an appropriate trained staff member, nurse, or parent to accompany those students with health care needs; the nurse will sign off for final approval by the building principal.
7. The school nurse will supply each trained staff member accompanying the field trip with the required medication and equipment to ensure the health and safety of the students. This will include a first aid kit and any medications needed for individual students. All staff receives instructions to contact the school nurse with any questions or concerns that arise on the trip.
8. Specific physician orders and contact numbers for students will be provided for the trip.