

MIDDLEBOROUGH PUBLIC SCHOOLS HEALTH SERVICES FIELD TRIP, SCHOOL EVENT PROTOCOL:

In order to ensure the health and safety of our students, the following procedures are adhered to when planning for field trips: Each school year the MPS District Coordinator of Nursing adheres to the Commonwealth of Massachusetts requirements for all public schools and completes the application process with the Massachusetts Department of Public Health School Health Unit (SHU) for Massachusetts Controlled Substance Registration (MCSR) from the MDPH Drug Control Program (DCP) This grants authorization to allow a school nurse to delegate the administration of prescription medications to unlicensed school personnel and to train school staff on the administration of epinephrine by autoinjector.

1. Upon approval from the Mass DPH SHU, School Nurses (RN) provide a training review and informational update for unlicensed personnel at least twice a year, and provide a review as needed during the school year.
2. Teaching Staff/Administration will notify the School Nurse of anticipated field trips with sufficient notice: which as described in the MPS Field Trip Application found on the MPS websites, Health Services Page, under Policies and Protocols: and located [Here](#), describes sufficient notice as a minimum of four weeks time for the nurse to assess the field trip for safety. This includes a School Nurse reviewing the complete list of all students attending, reviewing the medical needs of the students participating in the trip, contacting parents as needed, and making arrangements for students who have medical needs.
3. Parents' permission is obtained when the parent meets with the school nurse and completes the required Individual Health Care Plan and the State and districts Medication Authorization form, for their students' medication to be either administered on a field trip, or to have the medication held during Field trips. The Medication Authorization form can be found on the MPS website's Health Services page and [Here](#).: A student's medication care plan includes the signed parent authorization form, a current physician medication order, and documentation of the on-hand inventory of the prescribed medication.
4. *Parents of students with medical needs are invited by the School Nurse to accompany their student on off campus field trips whenever possible. If the parent chooses to join the field trip, the parent of a child with medical accommodation would not be assigned a group of students to*

chaperone, and would instead be present only for the confidential medical needs of their student. A current CORI must be on file.

5. If a parent/guardian of a child with medical needs will not be accompanying their child on a field trip, a school nursing assessment is made based on the student's health accommodations in their Individualized Healthcare Plan (IHCP). The School Nurse will make the decision to either delegate medication to a trained staff member or the School Nurse will notify the Nurse Manager that a nurse is required to accompany the student on the field trip. **Depending on the need, if a trained staff member, or a Nurse is not available to accompany the student, the field trip/ school event may need to be postponed, rescheduled or canceled.*** (see Federal and Mass State regulations included below)**

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 on the field trip for the next and final approval by the School Building Principal.

7. In adherence with Mass State regulation 105 CMR 210.000 The School Nurse will supply each trained staff member accompanying the field trip, school event 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 during a field trip off campus. All staff receive instructions to contact the school nurse with any questions or concerns that arise while off campus on a field trip.

8. Specific physician orders and contact numbers for students will be provided during off-campus field trips.

Resource:

1.

MEDICATION ADMINISTRATION IN A SCHOOL SETTING *School Nursing Practice in Massachusetts*: As developed and overseen by the **Massachusetts DPH School Health Unit / BU School Health Institute for Leadership and Development, E Book**, based on Mass State School Nursing Regulation 105 CMR 210, and The Massachusetts Board of Registration in Nursing (BORN) Standards of conduct for all licensed nurses in MA regulation 244 CMR 9.00:

105 CMR 210.005: Responsibilities of the School Nurse Regarding Prescription Medication Administration, section e, 1. o:

- Provision for prescription medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in prescription medication administration to accompany students at special school events.
- When this is not possible, the school nurse may delegate prescription medication administration to another responsible adult. Written consent from the parent or guardian for the named responsible adult to administer the prescription medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the prescription medication to the child.

Link to access the resource and related information:

<https://shield.bu.edu/medication-admin-delegation>

*****Important Note:** Massachusetts state law 105 CMR 210.004 allows school nurses to delegate the administration of only medicine that is eaten or swallowed. The administration of parenteral medications: those that are not eaten or swallowed, can not be delegated; they must be administered by a nurse, with the exception of epinephrine. For this reason: diabetic care: insulin administration, and diabetic medication/ injectable glucagon orders, and emergency rescue seizure med that is rectally or nasally administered and is a controlled substance, can not be delegated to non-nursing staff in Massachusetts: a nurse would be assigned.

2.

<https://cme.bu.edu/sites/default/files/media/2023-08/Medication%20Delegation%20Ebook-FINAL-V2-8-2023.pdf>

“Field Trips and other School-Sponsored Activities

Under federal and state regulations, it is required that public schools (including charter schools, collaborative schools, and state-approved special education school/Chapter 766 schools) provide the same services that are required by the student during the school day during any school event, including before/after school programs, extracurricular activities, and off-campus events, such as field trips.

Therefore, School Nurses must take action to ensure medication is administered during these activities in alignment with the student’s MAP. (Medication Authorization Plan/ IHCP)

A school may ask a parent/guardian to attend the field trip, but the school cannot require a parent/guardian to attend as criteria for the student’s participation.

Planning for these activities must include:

- Assessment of each event to ensure that all students can participate, noting the location and distance from any emergency medical response (EMS), should this be necessary. Always consider cell phone service to activate EMS as part of this assessment.
- Written consent from parent/guardian to delegate any nursing tasks to a specific, designated adult.

- Student MAPs, including emergency response plans, must be available

School-Sponsored Events and Best Practices

- Always try to have a School Nurse familiar with the student(s) in attendance at events.
- Assess each event and the students participating, as well as the location and distance from any emergency response.
- Get written consent from parent/guardian to delegate any nursing tasks at the event.
- Note that personal health information will need to be shared with the UAP (Unlicensed Assistive Personnel : ie any non nurse: teaching staff) .
- Parents/guardians must be notified who the delegated UAP will be.
- Student MAPs (including emergency response plans) must be available to the responsible staff. School Nurses must train UAPs for child-specific medication administration (signed, written documentation of this training must be kept on file).

Tips for preparing for off-campus school events:

- **When an off-campus event occurs out-of-state**, School Nurses must review the requirements of each state's Board of Registration for Nursing where the trip is traveling to determine if the School Nurse accompanying the trip can practice nursing in that particular state. This includes the delegation of any medication administration to the student while out-of-state." Per Massachusetts Board Of Registration in Nursing (Mass BORN): Mass licensed RN's are only licensed to practice in the State of Massachusetts. According to the Massachusetts Nurse Practice Act***

MDPH/BU Shields, final review August 29, 2023

***The Mass Nurse Practice Act is Available within this Link:

<https://www.massnurses.org/nursing-resources/nursing-practice/mass-nurse-practice-act/>