

Extended Hours/Non School Day Events

(Tutoring/Summer School/Camps)

Standard Procedure

Health Services Department

Original Adopted Date:

Student participation in school sponsored after school hour events (e.g., after school tutoring, robotics, club meetings, summer school/camps, athletic camps/workouts, band/cheer camps) and travel to off-campus events, with or without CCBOE provided transportation for such purposes, may be authorized under and subject to the Calhoun County Board of Education **Policy 6.06** and **Policy 7.05**

Requesting Administrator/Employee Responsibility:

1. **During academic year**, make school nurse aware a ***minimum of 2 weeks prior to event** providing adequate information regarding the event to include the following:

- Destination Clearly defined
- Duration
- Mode of transportation (CCBOE bus, charter, private vehicles, etc.)
- Potential health needs requiring a nurse, diabetic assistant (UDA), seizure medication assistant (USMA), or medication assistant (UMA)

During summer months, make the school nurse and/or Health Services Director aware as soon as you have knowledge of the event (**prior to end of academic year is preferred** but a ***minimum of 2 weeks prior to the event**) providing the information listed above.

2. Risk Management Considerations

- Parental/Guardian Permission
- Special Insurance Requirements
- Medical Treatment Authorization
- Provide list of participants (or potential participants) to the school nurse (***minimum of 2 weeks prior to event**) for the determination of any health related needs

3. Properly certified and qualified drivers and possible ****health related coverage** (nurse, UDA, USMA, UMA) have been selected and arrangements for the cost of the trip (e.g., salary, fuel, maintenance, lodging, tickets, pre planned meals) have been made.


***Overnight or out of state events require more preparation and planning therefore should be submitted as soon as possible upon knowledge of event, no less than one month prior to event. (Exceptions made for advancing competitions)**

****Nursing Coverage is based on calendar availability and will be allocated on first come first serve basis**

School Nurse Responsibility:

1. Notify the Health Services Director as soon as you are made aware of the event.

2. Review list of **all potential students attending** the event to determine if a nurse, UDA, USMA or UMA will be needed and make contact with each guardian for coverage plan to be determined and in order IHP to be updated if needed.



3. If an unlicensed assistant can and needs to be trained, notify the designated RN or Health Services Director as soon as possible and assist in facilitating a convenient time for training prior to the off campus event.

4. Always reach out to the student's guardian to see if they will be attending. Per IHP and 504 plans, a guardian is allowed to attend any off campus events with their student. This includes riding the provided transportation.

Health Services Director Responsibility:

1. Overseeing master calendar of events (excluding regular scheduled athletic events) in order to oversee the appropriate coverage of any health related need.

2. Ensuring the proper training of all licensed nurses as well as the state guidelines for unlicensed assistants (UDA, USMA, UMA)

3. Maintain Board of Nursing Multistate Licensure as well as knowledge of each qualified state and their board of nursing laws in regards to out of state delegation.