

Off Campus Field Trips/Events

Standard Procedure

Health Services Department
Original Adopted Date:

Student participation and travel to off-campus events, concerts, functions and activities, and the use of school buses or other CCBOE provided transportation for such purposes may be authorized under and subject to the Calhoun County Board of Education **Policy 6.06**. (per policy, the **destination** is noted as an activity, event or function that services a bona fide education or related extracurricular purpose, or is an athletic event or function sponsored or sanctioned by the school or the school system and the state athletic association)

Requesting Employee Responsibility:

1. Complete designated Field Trip/Bus request form located on the staff page under the “Work Orders” tab and notify the school nurse a ***minimum of 2 weeks prior to event** providing adequate information regarding the trip to include the following:

- Destination Clearly defined
- Duration
- Purpose
- Educational purpose/goals
- Nature and extent of student participation
- 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)

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, UAIMA) 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 off campus event.

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

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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 off campus 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, UAIMA)
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.