SOUTHINGTON PUBLIC SCHOOLS
Southington, Connecticut

FIELD TRIP MEDICATION AND HEALTH CONCERNS

1. **Before planning a field trip**, (**AT LEAST 3-4 WEEKS BEFORE THE TRIP**) **the field trip coordinator (teacher or administrator) must**: verify that the destination is handicap accessible, **NOTIFY THE NURSE, complete the top portion of the Field Trip Health and Safety Assessment and submit the list of students attending the field trip in order to determine and accommodate medication administration and health care needs.** The nurse will sign and date the field trip form and return it to the teacher to submit to the principal for approval.

2. The nurse will compile a confidential list of students who will need medication administered and students with other health care requirements. Teachers may invite a parent or legal guardian to chaperone and administer medication to their child.

3. If a parent or legal guardian cannot accompany the student, the teacher must be prepared to assume the responsibility of administering all medications. The teacher and nurse will collaboratively determine a plan to meet medication administration and health care needs. ***It is essential to have a back-up plan as well.*** **At least two (2) weeks (10 working days) before the field trip date, the teacher will check with the nurse to verify the status of the students.**

4. All students' medication to be administered on the field trip by qualified personnel trained in medication administration must be checked against the copy of the doctor's order form (medication, dose, method and frequency) before administration. A copy of each doctor's order will be attached to the student medication/health needs list. Medications in pill form will be kept in a labeled container. A Medication Administration Plan, IHCP and/or Emergency Plan may also accompany the doctor's order/parent authorization form. Qualified personnel should meet with the nurse the day before the trip to review student information and make modifications if needed.

5. Inhalers, intranasals or injectables must have prescription labels on the immediate medication container, i.e. inhaler. If the bottle or tube is too small for a full label, it must be labeled with the student name and prescription number and the full label remain on the outer box or container. All labels must be in English. Parents may ask their pharmacist for a medication dose in labeled containers for field trips. A school nurse may provide the qualified personnel one dose of oral medication from their school supply in a sealed pill envelope labeled with student name, medication name and dose. Controlled medication will be kept in a locked travel container.

6. Medications to be administered on field trips that depart before school begins must be obtained and accounted for the day before the trip. A student's medication may be signed out from the Health Office to the qualified personnel administering the medication during the field trip.

7. Qualified personnel who will be administering the medications must securely carry all of the students' medications and the students must be assigned to the authorized personnel during the trip. **A STUDENT MUST NOT BE SEPARATED FROM THEIR MEDICATION OR THE PERSON AUTHORIZED TO ADMINISTER THEIR MEDICATION.** Provide an area conducive to medication administration.

8. **Upon returning from the trip**, qualified personnel must sign and record the time the medication was given on the student's individual medication records in the Health Office. The qualified personnel must return all unused medications to the nurse in the Health Office. Student medication needs and health concerns are strictly confidential.

9. Students may self-administer their metered dose inhaler (MDI), insulin/pump and/or epinephrine auto-injector with authorization from their physician, and parent/legal guardian. ***Teachers of these students must continue to be trained in medication administration for possible emergency treatment for the student during a field trip***.

Comprehensive policies, procedures and guidelines are located under ***Southington Public Schools Policy, Southington Public Schools Life Threatening Allergies/GSD Plan and CSDE Field Trip Guidelines.***

PLEASE NOTE:
1. Faculty MUST learn where the nearest First Aid Station and telephone are located.
2. Call ahead to alert the host site to potential health needs (allergies, wheelchair accessibility, etc.)
3. If a student is given an epinephrine auto-injector (*EpiPen, Auvi-Q, etc.*) injection, faculty must:
***Call 911 for immediate transportation of the student to the nearest Emergency Room. Use land line if available.**
***Notify parents and school.**

Field Trip Planning Questions to Consider for Students with Life-Threatening Allergies

1. **Do the parents want to be able to accompany the child on a field trip?**

2. Is there any food used or displayed at the site, what is it and how is it used? Will the students on the field trip be touching any type of food, and what is it?

3. Are there any hands-on activities that involve food, and what is it?

4. Will any one at the field trip destination be distributing any food or beverage, and what is it?

5. Which adult will chaperone the student with food allergy while she/he is washing his or her hands before snack/lunch? Are wipes needed?

6. How will snack/lunches be stored on the bus ride to the field trip destination? What steps will be taken to keep the child's lunch/snack separate from the others?

7. Which adult will be responsible for storing and distributing the students' snack/lunches (if any)?

8. Where will students eat snack/lunch? Are the tables where the students eat able to be adequately washed with soap and water (and by whom?) or do they need plastic tablecloths?

9. Which trained adult will be in charge of the child's snack/lunch who has a food allergy (elementary)?

10. Will the teacher in charge (**with parental permission**) discuss with teachers/chaperones responsible for the child, that under no circumstances is the child to be allowed to eat, touch or be given any food or drink unless approved by parent/legal guardian?

11. Will the EpiPen and care plans be with the student on **all** field trips, both long and short, that leave school grounds?

12. Will the student's regular classroom teacher be his or her chaperone on a field trip and carry the medications in a secure manner?

13. Will the teachers review the Emergency Care Plans **prior** to the field trip?

14. Who will monitor any gift shop **food** purchase of these students (discuss with parent prior to trip)?

15. How would the teacher contact 911?

16. Will the teacher(s) carrying the medication pack carry a charged cell phone?

17. What steps will be taken if 911 cannot be reached (no cell phone connection) in the event of an emergency after the child has received the EpiPen? Is there a land line available on-site?

Call 911 for any medical emergency during the field trip.
For a poison emergency in the U.S. call 1-800-222-1222.

Adapted 04/06 from 2004-2005, AllergySupport.Org./Provided by the Connecticut State Department of Education, Guidelines for Managing Life-Threatening Allergies in Connecticut Schools.