

Hello All,

With field trip season quickly approaching, we wanted to go over a few details related to the administration's expectations for how student nursing support for field trips will be handled. If medical assistance is required for a trip, the teacher organizing the trip is responsible for securing appropriate nursing support by:

The teacher organizing the trip will:

- Ask the parent/guardian of the student(s) requiring nursing support to go on the trip so they can administer the medication.
- If the parent/guardian cannot attend the trip, the teacher will ask a different parent/guardian volunteer who is a licensed nurse or physician to provide services during the trip. Please fill in the [volunteer parent nurse agreement](#). This document is required of all medical volunteers and must be signed by the volunteer and a District representative (i.e., Principal, Assistant Principal).
- The teacher may send an email to the District's substitute nurse pool: nurse-subs@haverfordsd.net. Include the date of the trip, time(s), location, anticipated duration, and any special circumstances.

If nursing support has not been secured after the previous steps:

- The teacher organizing the trip will contact the Certified School Nurse(s) for their school
- The CSN will contact Carole Loro in Human Resources to identify a nurse from a staffing agency.
- **Two weeks notice is required for all agency sub nurses.**
- Carole will contact our staffing agency and will CC the CSN on the email. If an agency nurse accepts the position, the CSN will notify the teacher.
- If a nurse cannot be secured for a student who requires nursing support, the student cannot attend the trip.
- Curriculum-related trips to the Federal School, Colonial Living, and Lankenau Hospital need **not** worry about the licensed nurse or physician expenses, the District will cover this, but they should still follow the above procedures to secure a professional for their trip.
- Additionally, please refer to School Board Policy 210, regarding medication administration. Attached are the over the counter medication and self-administration forms to be signed by the parent/guardian of students in need of medication on field trips.