



FIELD TRIP TOOL KIT

South Carolina

GUIDANCE FOR SCHOOL NURSES

Developed by the:

SC School Nurse Program Advisory Committee (SNPAC)*

2022

Note: SNPAC is formed of school nurse leaders and school nurses who provide guidance and recommendations for best practice to SC school nurses. Please be advised this guidance is not endorsed by any government agency in SC.

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OVERVIEW

**This Toolkit is focused only on the FT process related to nursing.*

Purpose: To develop a uniform process to ensure that student health care needs are met during Field Trips. Prior planning is necessary for the school nurse to ensure that students are safe, and the school is compliant with SC laws and regulations regarding medications and students with health conditions. To ensure a fair and equitable field trip, all student health care needs must be accommodated. If not, cancellation of a field trip should be considered. Noncompliance can result in investigations, fines, and possible legal charges against the school. All field trips require documentation of appropriate training (by the school nurse) of a School District employee attending the field trip to provide any routine or emergency medications or emergency treatments to meet a specific student's health care needs.

"The school nurse's role is critical in planning, coordinating, and educating staff, families, and students to assure appropriate care for all students every day at school and during school sponsored trips." (NASN, 2019)

If your district does not currently have a Field Trip (FT) process to address student health needs that gives adequate time for the nurse to prepare and train staff, it will be important to discuss with district office administration why it is imperative to get procedures in place that need to be followed.

Once district office administration supports revamping your school district's FT procedures, ask to develop a "Field Trip Work Group" that can look at the district's current practices regarding the entire FT process and how to revamp. Review the forms and suggestions in this toolkit and use what works for your district. Consider having parent and student representatives in your workgroup so that all stakeholder voices are considered.

After your work group has developed FT procedures and forms that adequately allow staff to prepare for field trips, provide principals with the information. Every district is different, which is why it is important to develop procedures that work for your district.

The ideas and suggestions in this FT Toolkit are meant to improve the field trip process to ensure students are safe, and staff are adequately trained. This is not a task for one person. It will take support from district office administration and teamwork with principals and staff. There will be "growing pains" as you work through the process; however, with continued training and adherence to the procedures, the process can be improved to the benefit of all.

IMPORTANT: When developing procedures make sure they are in accordance with your district's policies and with state/federal laws including Board of Nursing.

DEFINITIONS

ADA: “The American Disabilities Act is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.” (What is the Americans, 2019)

Emergency Action Plan (EAP): defines steps to be taken to address a student’s specific health care needs and is part of a student’s Individual Healthcare Plan.

Family Educational Rights and Privacy Act (FERPA): (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Field Trip: any school sponsored trip in which students leave school grounds. Such trips may include day trips, overnight, in state, out of state, during school hours, or outside of school hours.

Field Trip Coordinator: individual who is coordinating a school sponsored trip off campus.

Individualized Educational Plan: (IEP) “is a plan or program developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives specialized instruction and related services” (What is the difference between IEP and a 504 plan?, 2020)
Teams must consider the health and medical needs of a student with a disability when appropriate.

Individual Healthcare Plan (IHP): “a health plan document written and signed by a registered nurse. IHPs outline specific actions that will be taken to ensure that each student’s health needs are met in a consistent manner during the school day and at school-sponsored functions.” (Frequently Asked, 2019)

Privately sponsored field trip: “a trip not authorized by school administration, no school funds are used, the school/district is not named in promotional materials, meetings are not held at school and the field trip does not occur during school hours.”(Field Trip Toolkit Massachusetts, 2015)

School sponsored events: include those conducted by the school, on school property, transit to and from school or school- sponsored activities when the vehicles are owned or leased by the school district, and any school-sponsored activity in which the student is a participant officially representing the school.

Unlicensed Assistive Personnel (UAP): An employee of the school district who has received initial training by a registered nurse to assist students with medication administration when the school nurse is not available. Board of Nursing guidelines with regards to UAPs must be followed. The RN must provide the initial training and competency determination of unlicensed school personnel. “The RN may delegate training updates that do not include procedural changes and periodic competency re-evaluations to an LPN if the RN has determined and documented that the LPN is competent to perform the tasks and provide the training.”
SC Board of Nursing Advisory Opinion #52

APPLICABLE FEDERAL AND STATE LAWS

Federal Laws:

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Disability: Under Section 504, an individual with a disability (also referred to as a student with a disability in the elementary and secondary education context) is defined as a person who: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The determination of whether a student has a physical or mental impairment that substantially limits a major life activity (and therefore has a disability) must be made on a case by case basis. In addition, when determining if someone meets the definition of a disability, the definition must be understood to provide broad coverage of individuals.⁹ Physical or mental impairments. Section 504 defines a physical or mental impairment as any • physiological disorder or condition, • cosmetic disfigurement, or • anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine. The Section 504 definition of physical and mental impairment also includes any mental or psychological disorder. The definition does not include all specific diseases and conditions that may be physical or mental impairments because of the difficulty of ensuring the completeness of such a list.

The list of major life activities under Section 504 includes, but is not limited to, the activities listed below.

• caring for oneself • bending • performing manual tasks • speaking • seeing • breathing • hearing • learning • eating • reading • sleeping • concentrating • walking • thinking • standing • communicating • lifting • working.

Major bodily functions are also major life activities under the law, and these major bodily functions include functions of the bowel, bladder, and brain; normal cell growth; and the immune, endocrine (for example, thyroid, pituitary, and pancreas), respiratory, reproductive, circulatory, digestive, and neurological systems. These lists, however, do not provide every possible major life activity or bodily function; therefore, if an activity or bodily function is not listed in the Amendments Act, it might still be considered a major life activity under Section 504.¹⁴

Often school districts must address health issues of students during school hours or during extracurricular activities conducted after school hours. For example, students with food allergies may need an injection of epinephrine in an emergency, or students with diabetes may need help with carbohydrate counting and administering insulin injections. These measures (for example, self-management techniques or medication) are often referred to as

mitigating measures. The effect of the epinephrine, insulin, or other mitigating measures cannot be considered when the school district assesses whether a student has a disability.

In other words, when a school district conducts an evaluation for disability, it is important to consider that mitigating measures can treat the impairment, thereby obscuring the substantial limitations of the impairment. Therefore, it is useful to have evidence showing that an impairment would be substantially limiting in the absence of the ameliorative (beneficial) effects of mitigating measures. For example, such evidence could include information about the limitations a person experienced prior to taking medication, or evidence concerning the expected course of a particular disorder absent mitigating measures (such as a student with a peanut allergy could stop breathing after contact with peanuts). Therefore, it is also beneficial to involve parents in the evaluation process, to access such information that parents may have.

Therefore, when determining whether a student with a health concern has a disability, the school district must evaluate whether the health concern (for example, a tree nut allergy or diabetes) would be substantially limiting without considering the beneficial effects (amelioration) of medication or other measures. For many children with a peanut allergy, for example, the allergy, when active, is likely to substantially limit the major life activities of breathing and respiratory function, and therefore, the child would have a disability. If, because of an allergy or other health concern the student has a disability and may reasonably be believed to need special education or related aids or services, the student has a right to an evaluation under Section 504.

(Parent and Educator, 2016)

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a law that makes available a free appropriate public education to eligible children with disabilities throughout the nation and ensures special education and related services to those children.

The IDEA governs how states and public agencies provide early intervention, special education, and related services to more than 6.5 million eligible infants, toddlers, children, and youth with disabilities.

Infants and toddlers, birth through age 2, with disabilities and their families receive early intervention services under IDEA Part C. Children and youth ages 3 through 21 receive special education and related services under IDEA Part B.

Congress reauthorized the IDEA in 2004 and most recently amended the IDEA through Public Law 114-95, Every Student Succeeds Act, in December 2015.

In the law, Congress states:

Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities.

The stated purpose of the IDEA is:

- to ensure that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;
- to ensure that the rights of children with disabilities and parents of such children are protected;
- to assist States, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities;
- to assist States in the implementation of a statewide, comprehensive, coordinated, multidisciplinary, interagency system of early intervention services for infants and toddlers with disabilities and their families;
- to ensure that educators and parents have the necessary tools to improve educational results for children with disabilities by supporting system improvement activities; coordinated research and personnel preparation; coordinated technical assistance, dissemination, and support; and technology development and media services;
- to assess, and ensure the effectiveness of, efforts to educate children with disabilities.

(About IDEA, 2018)

ADA

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The ADA is divided into five titles (or sections) that relate to different areas of public life.

In 2008, the Americans with Disabilities Act Amendments Act (ADAAA) was signed into law and became effective on January 1, 2009. The ADAAA made a number of significant changes to the definition of "disability." The changes in the definition of disability in the ADAAA apply to all titles of the ADA, including Title I (employment practices of private employers with 15 or more employees, state and local governments, employment agencies, labor unions, agents of the employer and joint management labor committees); Title II (programs and activities of state and local government entities); and Title III (private entities that are considered places of public accommodation).

(What is the Americans, 2019)

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

(Family Educational Rights and Privacy Act, 2018)

State Laws:

SECTION 59-63-80. Individual health care plans for students with special health care needs.

(A) As used in this section:

(1) "medication" is defined as medication prescribed by a health care provider contained in the original packaging with the appropriate pharmacy label or in a secure package containing a note from the prescribing physician or pharmacist that appropriately identifies the medicine;

(2) "monitoring device" is defined as implements prescribed by a health care provider for monitoring a chronic health condition; and

(3) "individual health care plan" (IHP) is defined as a plan of care designed specifically for an individual student to provide for meeting the health monitoring and care of the student during the school day or at school-sponsored functions.

(B) Each school district shall adopt a policy requiring that students with special health care needs have individual health care plans. This policy must provide for the authorization of a student to self-monitor and self-administer medication as prescribed by the student's health care provider unless there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others. The policy must include, but is not limited to:

(1) a requirement that the student's parent or legal guardian provide to the school:

(a) written authorization from the parent or legal guardian for the student to self-monitor and self-administer medication; and

(b) a written statement from the student's health care practitioner who prescribed the medication verifying that the student has a medical condition and has been instructed and demonstrates competency in self-monitoring or self-administration of medications, or both.

(2) authorization for a student to possess on his person and administer medication while:

(a) in the classroom and in any area of the school or school grounds;

(b) at a school-sponsored activity;

(c) in transit to or from school or school-sponsored activities; or

(d) during before-school or after-school activities on school-operated property.

(C) The statements required in subsection (B)(1) must be kept on file in the office of the school nurse or school administrator.

(D)(1) The State Department of Education shall develop guidelines for required components of a written student individual health care plan which must be developed with input from and with the approval of:

(a) the student's health care practitioner who prescribed the medication;

(b) the parent or legal guardian;

- (c) the student, if appropriate; and*
 - (d) the school nurse or other designated school staff member.*
 - (2) If a student qualifies for a Federal 504 medical accommodations plan, that process must meet the requirements for the state-required individual health plan.*
 - (3) The parent or guardian and the student, if appropriate, shall authorize the school to share the student's individual health care plan with school staff who have a legitimate need for knowledge of the information.*
 - (E) All medication authorized to be carried by the student must be maintained in a container appropriately labeled by the pharmacist who filled the prescription.*
 - (F) A student's permission to self-monitor or self-administer medication may be revoked if the student endangers himself or others through misuse of the monitoring device or medication.*
 - (G) The permission for self-monitoring or self-administration of medication is effective for the school year in which it is granted and must be renewed each school year upon fulfilling the requirements of this section.*
 - (H) A parent or guardian shall sign a statement acknowledging that:*
 - (1) the school district and its employees and agents are not liable for an injury arising from a student's self-monitoring or self-administration of medication;*
 - (2) the parent or guardian shall indemnify and hold harmless the district and its employees and agents against a claim arising from a student's self-monitoring or self-administration of medication.*
- HISTORY: 2005 Act No. 81, Section 1, eff May 26, 2005.**

(Sections 59-63-80(A)(3) SC Code of Laws)

SC Board of Nursing Advisory Opinions Related to School Nursing:

Administration of Medications in School Settings (RN/LPN)	#50
Assisting with Meds in School Settings (RN)	#52
Competency in the school setting (UAP)	#50, 51, 52
Unlicensed School Personnel	#50, 51, 52

*These advisory opinions should be reviewed when developing procedures related to these opinions. They can be accessed using this link <https://llr.sc.gov/nurse/AdvisoryOp/AOIndexTable.aspx>.

PLANNING CONSIDERATIONS

DETERMINING THE NEED FOR A NURSE ON A FT:

Any school sponsored trip where students are leaving the school grounds is considered a field trip. This includes trips in district or in county.

Field trip venue and the population of students with special health care needs attending are the most important factors in determining the need for a nurse to accompany the students.

Factors to consider:

- *504 Plan: are nursing services identified? Will Unlicensed Assistive Personnel be able to be trained to assist?*
- *Is there a specific health condition that requires a specific health care procedure that, by law, requires a licensed nurse to perform?*
- *Storage/refrigeration of medications.*
- *Handicap accessibility (elevators, wheelchair ramps, bathrooms, theater seating).*
- *In State versus out of state (check RN license practice concerns including reciprocity)*
- *Accessibility issues related to transport, destination and accommodation.*
- *Proximity to urgent and emergent care facility (hospital).*
- *Emergency Medical System response time where the field trip will be occurring and ability to contact EMS*
- *Are there any limitations to cell service at any point on the field trip*
- *Availability of privacy for treatments or medication administration (rectal medication, toileting, etc.).*
- *Equipment/personnel that may be required by students for ambulation and treatment.*

NOTE: *Nursing licenses are not recognized outside the United States; therefore, school nurses are not permitted to practice nursing in other countries.*

On international FT's, it is the responsibility of the person coordinating the trip to communicate with parents to address any medical concerns for students planning to attend the trip. The trip coordinator is responsible for making sure the students and chaperones have the proper immunizations required for the country they plan to visit. The trip coordinator must be aware of the laws and regulations regarding bringing medications in the country. The consulate of the country or countries that will be visited are a valuable resource for this information. (Field Trip Toolkit Massachusetts, 2015)

CONSIDERATIONS IF NURSE IS REQUIRED TO ACCOMPANY FIELD TRIP:

- Nurse coverage for FT and for School (sub nurse?)

- Field Trip fees for the nurse
- Compensation for nurse attending FT (overnight, weekend)

FIELD TRIP REQUIREMENTS:

- Health Information
 - Form collected at the beginning of the year. (consider asking if medications that parent lists will be needed at school, on day field trip, on overnight field trips) [Tips for Form Appendix B(1)]
 - Nurse will review, document review and will update throughout the year
 - This form sent on field trip along with any Emergency Action Plans, Medication Permissions, Medication MAR
 - Meal Considerations: School Nurses will work with parent/guardians and the trip coordinator to establish a plan for snacks and meals to accommodate students with life threatening allergies and other food related health concerns (e.g. diabetes, celiac disease, etc.) for which a diet order is on file.
- Field Trip Applications
 - Each district should have a FT Application for day trips and overnight trips. [example Appendix B (2)]
 - School Nurse should sign each application and be given a roster of students going on FT
 - Each district should develop timelines of when FT Applications should be completed prior to FT (day and overnight) that would allow ample time for nurse to plan and train staff. [(suggested timelines are on examples of FT Application in Appendix B (2)]
 - If FT is out of state, district will need to have time to contact the Boards of Nursing of the states to which group will travel, to determine if UAP (Unlicensed Assistive Personnel) are allowed to care for student health care needs.
 - Process should have nurse sign before further approval by principal or district office is obtained to ensure that nurse is made aware of the trip and given roster.
- Field Trip Permission
 - Required for every FT [example Appendix B (3a)]
 - Parents should be asked on the permission if there have been any changes in student's health status since completion of health form from beginning of the year and if so to notify the nurse.
 - Determine if other permissions such as medication administration is to be included on this form [example Appendix B (3b)]
- Medication Administration on FT
 - If medication other than at school, determine a timeline by which a parent must bring medication to school
 - Do not accept medications the day of the trip unless prior arrangements have been made
- Special Circumstance FT (advancement through competitions, special opportunities)
 - Failure to plan is not considered a special circumstance and should not be approved.

FREQUENTLY ASKED QUESTIONS

1. **Can districts require parents to go on field trips to take care of their own children's healthcare needs?**

Section 504 Requirement: Health care accommodations must be provided by the school district during the school day, school related programs and school sponsored functions so that students with health conditions can attend. ***The school cannot require a parent to attend a field trip, nor deny the student a field trip opportunity based on his/her healthcare needs.***

Scenario 9 from Parent and Educator Resources: Guide to Section 504 in Public Elementary and Secondary Schools– US Department of Education, Office for Civil Rights, December 2016

Unjustified Different Treatment: Ricardo has a peanut allergy. His fourth-grade class is going on a field trip to the local aquarium and Ricardo's father is told that he must chaperone Ricardo on the trip because the teachers will be very busy and cannot ensure that Ricardo will be protected from exposure to peanuts or peanut products while on the trip, especially during the lunch break. Ricardo's father cannot go on the field trip because he has to go to work. As a result the teachers tell Ricardo he cannot attend the field trip. Ricardo's father complains to the principal, noting that no other parent is required to attend the field trip. Should the school have required Ricardo's father to attend the field trip?

No. In this case, none of the parents of students without disabilities were told that they must attend the field trip; therefore, the school may not require Ricardo's father's attendance simply because Ricardo has a disability. Under Section 504, the school is responsible for making it possible for Ricardo to participate in this learning opportunity like his peers, without parental assistance.

2. **If a student has an IHP for a condition such as asthma, but no medication has been brought to school, can the student be denied Field Trip?**

No, parents can be encouraged to bring medication, discussing with them the importance of the medication and steps to be taken if no medication is available, but the student cannot be denied the field trip. It is important to document attempts to acquire medication from parent/guardian.

3. **Are chaperones who are NOT district employees, even if they are nurses, allowed to give students medication?**

No, only trained district employees are allowed to administer medications to students.

Note: If a district employee (nurse or UAP) is going on a trip with their child as a parent/chaperone, they are not acting as a district employee but as a parent and chaperone. In this case, they would not be attending to health needs or administering medications to students other than their own.

4. If a district nurse goes on field trip, should he/she also be required to be a chaperone?

No, if a nurse is required to go on a field trip, they should not also be a chaperone with a designated group of students. The nurse should be available at all times to deal with any health concerns that may arise as well as medication administration.

5. Can self-medicating, self-monitoring diabetic students go on a field trip without a nurse going?

Yes, by being self-medicating/self-monitoring, it is determined by a health care provider (HCP), parent and student that he/she is able to take care of all health care needs related to the diagnosis for which the self-medicating/self-monitoring has been granted. If student goes on overnight field trip, consideration regarding additional medication such as nighttime insulin needs to be addressed by assessing and determining if student is able to be self-medicating with the additional medications. Approval by HCP, parent and student need to be obtained.

6. For overnight or extended day field trips, should medication orders be received for medications that are usually taken at home?

Yes, any medication that will be administered by a district employee needs to have a medication permission on file. Any necessary training for UAP's must be completed for all medications being administered.

7. Are districts required to check with other states' Board of Nursing to see if there is nurse reciprocity or if UAPs are allowed?

Yes, out of state field trips that require a nurse, the nurse must be in an eNLC state (but must practice to that state's practice act not SC's) or must get temporary reciprocity from the other state/states. Medications/treatments may need to be given enroute, so it applies to all states. High tourism states tend to be easier to obtain reciprocity. If a nurse is not required, it must be determined if UAPs are allowed in states traveling to and through by checking with those states' Board of Nursing. If UAPs are not allowed to assist with medications, a nurse will have to go on FT.

Helpful link regarding which states are compact states:

<https://www.ncsbn.org/nurse-licensure-compact.htm>

8. How do SC school nurses handle international travel field trips with students?

Nursing licenses are not recognized outside the United States; therefore, school nurses are not permitted to practice nursing in other countries.

On international FT's, it is the responsibility of the person coordinating the trip to communicate with parents to address any medical concerns for students planning to attend the trip. The trip coordinator is responsible for making sure the students and chaperones have the proper immunizations required for the country they plan to visit. The trip coordinator must be aware of the laws and regulations regarding bring medications in the country. The consulate of the country or countries that will be visited are a valuable resource for this information. (Field Trip Toolkit Massachusetts, 2015)

9. Does an employer have the authority to legally mandate that a school nurse attend an overnight and/or extended day field trip with or without compensation?

Consult district administration and Human Resources.

10. What is considered fair and equitable compensation for the school nurse attending a field trip after normal work hours? Should compensation be the same as normal pay for hours that involve overnight stays? Should the nurse be compensated for sleep hours? If not, how do you justify hours after 11pm? Should pay be by the hour or a set amount? If set amount and this considerably less than normal hourly rate, is this acceptable?

Consult district administration and Human Resources to develop fair compensation.

11. Who pays for the cost of the actual trip expenses if the nurse is on an overnight/extended field trip?

The school taking the trip should pay for the nurse's trip expenses (hotel, food, admission tickets, etc). The nurse should have a room by him/herself or with a school district employee to ensure privacy and security of medications. Plans for where ill students will be monitored should be considered in the planning phase.

12. How can school help to secure controlled medications on overnight field trips?

When making hotel arrangements, field trip coordinator should make sure that the hotel room that the nurse or UAP who is responsible for controlled medications has a safe to secure controlled meds. Person responsible for controlled meds for any field trip should always have controlled medications with them unless locked in a safe overnight.

13. Should school policy address eNLC in its policy?

Districts, whether they address in policy or procedures, are required to check with states they travel through, and the state of their final destination, regarding a nurse's ability to practice nursing in that state(s) or if UAPs are allowed to assist or perform any nursing tasks.

14. Should all medications from the health room be sent on field trips?

Field trips are an extension of the school day and health care needs should be addressed as with any school day. If medication is brought to the health room along with required medication permissions, it is understood that it is to be available for related health care needs which includes during field trips. Parents should supply additional pharmacy labeled bottles so extra medication can remain in the health room and only what is needed goes on the trip.

15. Can any medication be taken out of the original bottle and put in a medication envelope so that only the dose(s) needed on the field trip is sent?

No, medications need to remain in the original container and sent on field trip.

Parents can be asked to provide a duplicate labeled bottle from the pharmacy to put medication doses for field trips to prevent more than the required doses being brought on the trip.

16. Does the National Association of School Nurses (NASN) have a position statement related to school sponsored field trips?

Yes, and it can be accessed at:

<https://www.nasn.org/advocacy/professional-practice-documents/position-statements/ps-trips>

17. Who determines if a nurse is needed on a Field Trip?

The School Nurse, in collaboration with the Lead Nurse if applicable, should determine the need for a nurse to attend a field trip.

Appendix A

RESOURCES FOR PLANNING

- (1) Nurse Planning Checklist
- (2) Teacher's Guide for Field Trip Planning

Appendix A (1)

Nurse Planning Checklist

1. Health Care Needs of Students

- ☐ What are the health needs?
- ☐ Do any students require medication?
- ☐ Are there any specialty storage requirement for medications such as refrigeration?
- ☐ What types of special health care procedures will need to be performed while on the trip?
- ☐ Do any students require health monitoring and, if so, what type of monitoring?
- ☐ Is a nurse needed to meet the health needs of the students on the trip or can the health needs of the students be met by unlicensed personnel.
- ☐ Is the trip including transport, destination, and accommodations (if applicable) accessible to those with mobility related disabilities?

2. Type of Trip

- ☐ Length of trip (school day, extended day, overnight, several days or more)
- ☐ Intensity of activities
- ☐ Indoor or outdoor
- ☐ Location (close to health facilities, isolated location, access to timely emergency response)
- ☐ Time of Year
- ☐ Is there adequate cell phone or other communication service?

3. Staff

- ☐ If a nurse is needed on the trip and is not the school nurse, what preparation is needed?
- ☐ Are the staff qualified/competent to perform health care procedures or administer medication if appropriate?
- ☐ Are parents/guardians accompanying their children? (Note: a school district cannot require this as a means of accommodating a child with special health care needs)?

4. Meals/Food

- ☐ Will meals/food be offered on the trip?
- ☐ Do any students have special dietary needs?
- ☐ What accommodations are needed?

5. Nurse-Accompanied Trips

- ☐ What coverage is needed for the school building if the school nurse attends trips?
- ☐ If it is outside the state, what is the state's requirements to practice nursing? (i.e. do you need a temporary license or does that state grant a "visiting nurse" status)

6. Non-nurse Accompanied Trips

- ☐ What health care procedures including medication administration and health status monitoring can be delegated to unlicensed personnel?
- ☐ If the trip is out of state, what are the delegation laws/ rulings that determine what health care procedures including medication administration may be delegated to unlicensed personnel accompanying the trip? Are there limitations? Are there competency verification requirements?

7. Supervision

- ☐ What nursing supervision is needed during day trips?
- ☐ What nursing supervision is needed on overnight trips or extended period trips?
- ☐ What alternatives are in place in the absence of nursing supervision?

8. Training (if determined that unlicensed assistive personnel may perform health care procedures or administer medication on FT)

- ☐ Review the task, medical orders, nursing care plan and demonstrate the ability to safely and competently carry out the task.
- ☐ Review what constitutes urgent or emergent situations and what steps to take in an emergency.
- ☐ Review documentation required for each task or each administration of medication.

Teacher's Guide for Field Trip Planning

Remember FTRIP

F = FIRST

Teacher or person coordinating FT: Complete Field Trip Application and Checklist (at least 20 school days for day trip and 45 school days for overnight FT). Do not wait until the last minute. As soon as you are aware of the trip, start process.

Note: When completing the application, the nurse will need to sign the application prior to the principal. This lets the principal know that nurse is aware and has the roster. The nurse can only sign if she has received a roster of students who will be attending the trip. Sometimes a final roster cannot be given until all permission slips have been returned. Therefore, it is important to start the process as soon as possible.

Example: Sept 1, teacher knows that they will be going on FT in March. Teacher goes ahead and completes application and checklist. She gives roster of all potential students going on trip to the nurse. Since the teacher has planned early, once she gets FT application back from District Office with all approvals, she can send Permission Slips home and ask to be returned in time to give updated roster to nurse weeks before trip.

Nurse: When teacher brings roster, make sure there is a health form for every student.

*If timelines are not met due to a failure to plan, the trip should not get approved or may need to be rescheduled to a later date to meet timelines.

T = TIME

***We all have TIME, if the FIRST step is done within timelines or earlier.**

Teacher or person coordinating FT: Now that trip has been approved, send home permission slips. Permission slips are not to go home until trip approval is complete.

Notify nurse of any food that will be served on trip in case alternative arrangements have to be made to accommodate for student health conditions.

Notify nurse if any parent checks "yes" on the permission form indicating that there have been health changes. You do not need to give all permission slips to the nurse.

Nurse: Review health forms and contact parent/guardians for any questions/ concerns. Gather and copy any Emergency Action Plans and determine if any medications will be needed on trip. If medications are needed, acquire and/or copy existing medication permission forms, complete FT MARS, and train staff going on trip.

R = REVIEW

Nurse: After getting notebooks together, review for completeness.

I = INFORMATION

Nurse: Schedule time to meet with the teacher to review FT notebook and health concerns including training if assisting with medication administration.

Teacher: Pick up FT Backpack from nurse prior to trip with all necessary information and medications if applicable.

P= PROVIDE

Teachers: Provide feedback to the nurse about any health care issues on the trip and return all medications and supplies to the nurse. Return FT Backpack and count any necessary medications back in with nurse.

Nurse: File completed medication MARs, incident reports, FT

APPENDIX B

Sample Forms

***All forms are examples. Each district will need to use forms tailored for their specific needs. The important point with these examples and tips is to show how to include the nurse throughout the process, have adequate timelines and address nursing services during school sponsored trips.**

- (1) Beginning of the Year Health Form Tips
- (2) Field Trip Applications
 - (a) Day
 - (b) Overnight
 - (c) Year round
- (3) Field Trip Permission
- (4) FT MAR
- (5) FT Documentation

APPENDIX B (1)

Sample Health Form Tips

- If using online registration, work with developers to include necessary questions and the ability to print.
- When parents list medications, have follow up questions, i.e., taken at home, needed at school, needed on day FT, needed on overnight FT.
- Mobility issues and mobility devices such as wheelchairs, walkers, etc., should be noted.
- Any changes or updates to student health should be written on this form throughout the year. Doing this will keep the notebook up to date and ready to go on field trip. By using one form and updating as parent/guardian informs nurse of changes will allow for information in one place vs getting a form completed for each trip with conflicting information.
- Suggestions of organization:
 - Elementary- can organize by grade/teacher and have a plastic three-pronged folder per class. EAP's and copies of medication permissions and FT Medication MARs should also be put with students Health Form in these folders. Include Injury Data Collection Forms or Incident Forms in case they are needed. The nurse can then pull these folders for FTs throughout the year.
 - Middle School - One notebook per grade
 - High School- All students in alphabetical order or by grade

Helpful Suggestions:

Have FT backpacks for folders/notebooks and medications. Can have a lock on book bag with key on lanyard for UAP person to wear around neck.

FT backpacks can all be the same bright color with school district name so they can be easily identified.

APPENDIX B (2)

Field Trip Applications

Tips:

- Checklist is to accompany Application. Can run front/back.
 - This needs to be completed for any day trip in which students are leaving campus including in district or in county trips.
 - Mobility issues and devices should be considered during the planning process, is the destination accessible, is the transportation accessible and has storage for devices such as wheelchairs. Are there adequate rest stops/seating during the activity for those with mobility issues.
 - The nurse is to sign this form before the principal approves it and is sent to the district office for approval.
 - The nurse will indicate if nurse is needed on trip.
 - Examples when a nurse may be needed on a trip include if a non-self-medicating diabetic student is attending, traveling to a state that does not allow Unlicensed Assistive Personnel, etc. (refer to *Factors to Consider When Determining the Need for a Nurse on a FT*)
 - Year-round FT Application can be used for those groups who go on multiple trips such as band, chorus, FFA, etc.
 - They can list the dates of the multiple trips. This is for DAY trips only.
- O** If a day trip is scheduled that was not included on this form, an Application for Day Field Trip and Checklist need to be completed.

- Nurse can develop a notebook just for the group that can be pulled each time they go on a trip. The backpack with this notebook should be returned to the nurse after every trip.

APPENDIX B (2a) SAMPLE DAY FT

SCHOOL DISTRICT
APPLICATION FOR SCHOOL DAY FIELD TRIP ----- 20__ – 20__

Directions: This form must be completed in its entirety. Twenty (20) school days prior to the field trip the nurse must be given the class roster(s). Fifteen (15) school days prior to the field trip: 1) this form must be sent to the superintendent's designee; 2) a copy of this application must be sent to the lunchroom manager; and 3) bus permits must be submitted to the transportation office. (Deviation from timelines are considered only under extenuating circumstances.)

School: _____ Date: _____

Sponsoring Group: _____ Responsible Teacher : _____

Number of Participating Students: _____ Date of Trip: _____ Departure Time: _____ Return Time: _____

Destination of Trip (Specific Site and City/State): _____

Curricular Standards to be Addressed: _____

Chaperones (**one for each 10 students**):

Name	Address	Phone #
_____	_____	_____
_____	_____	_____

(Additional chaperones should be listed on attached sheet)

Lunches: Will students eat lunch at school? Yes ____ No ____

Will students need a box lunch prepared for the field trip? Yes ____ No ____ If yes, how many? _____

Mode of Transportation (Check one):

School Bus (In-State Only) _____ Activity Bus (In-State Only) _____ Number of Buses Needed _____

Walking _____

Bus Request Form Completed and Submitted to Bus Office: Yes ____ No ____ NA ____

Bus meets accessibility requirements for trip: Yes ____ No ____ NA ____

Commercial Carrier _____

Bus Line _____

Contact Person _____ Phone _____ Fax _____

Method of Financing (Check one):

Students pay _____ Club treasury _____ Fundraiser _____ Donations _____ Other _____

Explain: _____ Cost per Student _____

Lesson plans for trip and trip itinerary are attached. _____ (Teacher/Sponsor Initials)

Nursing Services Arrangements: _____

Date nurse notified: _____ Signature of Nurse: _____

The nurse must be given the class roster(s) no later than four weeks (20 school days) in advance of a field trip. Health Information forms should be completed at the beginning of the school year. *If any of the forms are missing, nurse will return to teacher for completion before signing.

Approved By:

Teacher's Signature Date: _____

Principal's Signature Date: _____

Superintendent's Designee Date: _____

Office of Operations Use Only: Bus permit number _____

FIELD TRIP CHECKLIST

Please check off each item and sign below before turning in School District Application for School Day Field Trip or Overnight Trip to the principal:

- Volunteers, School District employees and/or approved parent volunteers, have been identified to chaperone at the ratio of at least one adult per every 10 students. Male and female chaperones are required if both male and female students are participating on the trip.
- For every chaperone who is not a school employee, a district volunteer form has been completed, approved, and is on file in the office.
- A district bus driver has been arranged/requested through the transportation office and bus permit submitted.
- The trip has not been scheduled during national, state, or district testing windows.
- The trip has not been scheduled during the last 10 days of school.
- Secure signed parent permission forms have been obtained for each student prior to leaving.
- I will provide the school nurse with copies of any parent permission forms indicating changes in health information provided by parent/guardian.
- Any mobility issues have been addressed and the trip is accessible.
- A class roster(s) sheet has been submitted to the school nurse at time of application. An updated roster will be given to nurse after permissions have been returned. A list of students and chaperones has been submitted to _____. (Can be one list but indicate chaperones).
- The Application for Day Field Trip will be sent to the superintendent's designee 15 school days prior to day field trip and two months prior to overnight field trip. Failure to do so may result in cancellation of trip.
- A copy of the Application for Field Trip has been sent to the cafeteria manager.
- If the group is participating in an event such as competition, etc., all info for convention/expo center or location of event with contact information and address(es) should be sent to _____ seven (7) days prior to the trip.
- An itinerary is attached to the field trip form, and lesson plans have been submitted to the principal.

Signature of Sponsoring Teacher

Date

APPENDIX B (2b) SAMPLE ON FT

SCHOOL DISTRICT
APPLICATION FOR Overnight FIELD TRIP/FIELD STUDY---20__-20__

Directions: This form must be completed in its entirety. Forty-five (45) school days prior to the field trip the school nurse must be provided with the class roster(s). Forty (40) school days prior to the overnight field trip: 1) this form must be sent to the Superintendent's designee; and 2) bus permits must be submitted to the transportation office. A copy of this form must be submitted to the lunchroom manager and the school nurse at the time approval is given. (Deviation from timelines are considered only under extenuating circumstances.)

School: _____ Date: _____

Sponsoring Group: _____ Responsible Teacher: _____

Number of Participating Students: _____ Date(s) of Trip: _____

Number of School Days to be Missed: _____ Number of school lunches to be missed: _____

(Cannot exceed three consecutive school days)

Destination of Trip (specific event site and/or city/state): _____

Curricular Standards to be Addressed: _____

Chaperones (1:10)	Address	Telephone #
(Additional chaperones should be listed on an attached sheet.)		

NOTE: Overnight trips must have both male and female chaperones if both male and female students are attending.

Mode of Transportation (check one): School Bus (In-State Only) _____ Activity Bus (In-State Only) _____ Number of Buses Needed: _____

Bus Request Form completed and submitted to Bus Coordinator: Yes _____ No _____ N/A _____

Commercial Carrier _____ Bus Line _____

Contact Person _____ Phone _____ Fax _____

Method of Financing (check one):

Students Pay _____ Club Treasury _____ Fundraiser _____ Donations _____ Other _____

Explain: _____ Cost per student: \$ _____

Lesson plans for trip and trip itinerary are attached. _____ (Teacher/Sponsor Initials)

Nursing Services Arrangements: _____

Date nurse notified: _____ Signature of Nurse: _____

The nurse must be given the class roster(s) no later than 2 months in advance of a field trip. Health Information forms should be completed at the beginning of the school year. *If any of the forms are missing, nurse will return to teacher for completion before signing.

Approved By: _____

Date: _____

Teacher's Signature

Date: _____

Principal's Signature

Date: _____

Superintendent's Designee

Operations Dept. Use Only: Permit # _____

Office of Operations Use Only: Bus permit number _____

FIELD TRIP CHECKLIST

Please check off each item and sign below before turning in School District Application for School Day Field Trip or Overnight Trip to the principal:

- Volunteers, School District employees and/or approved parent volunteers, have been identified to chaperone at the ratio of at least one adult per every 10 students. Male and female chaperones are required if both male and female students are participating on the trip.
- For every chaperone who is not a school employee, a district volunteer form has been completed, approved, and is on file in the office.
- A district bus driver has been arranged/requested through the transportation office and bus permit submitted.
- The trip has not been scheduled during national, state, or district testing windows.
- The trip has not been scheduled during the last 10 days of school.
- Secure signed parent permission forms have been obtained for each student prior to leaving.
- I will provide the school nurse with copies of any parent permission forms indicating changes in health information provided by parent/guardian.
- A class roster(s) sheet has been submitted to the school nurse at time of application. An updated roster will be given to nurse after permissions have been returned. A list of students and chaperones has been submitted to _____. (Can be one list but indicate chaperones).
- The Application for Day Field Trip will be sent to the superintendent's designee 15 school days prior to day field trip and two months prior to overnight field trip. Failure to do so may result in cancellation of trip.
- A copy of the Application for Field Trip has been sent to the cafeteria manager.
- If the group is participating in an event such as competition, etc., all info for convention/expo center or location of event with contact information and address(es) should be sent to _____ seven (7) days prior to the trip.
- An itinerary is attached to the field trip form, and lesson plans have been submitted to the principal.

Signature of Sponsoring Teacher

Date

PLEASE COMPLETE THIS FORM FOUR WEEKS (20 school days) PRIOR TO *FIRST* FIELD STUDY ACTIVITY.

School: _____ Date: _____

Sponsoring Group: _____ Responsible Teacher: _____

Number of Students to Participate: _____

Destination of Trip (Specific Site and
City/State): _____

Curricular Standards to be Addressed: _____

List of activities and their projected dates: _____

Departure Time: _____ Return Time: _____

Chaperones (**one for each 10 students**):
Name, Address, Phone # _____

Mode of Transportation (check one):

School Bus (In-State Only) _____ Activity Bus (In-State Only) _____ Number of Buses Needed _____

Walking _____ Driving _____

[Bus Request Form Completed and Submitted to Bus Office: Yes ___ No ___ NA ___]

Method of Financing (check one):

Students pay _____ Club treasury _____ Fundraiser _____ Donations _____ Other _____

Explain: _____ Cost per Student _____

The principal will review and keep lesson plans on file for the trip

Nursing Services Arrangements:

Date nurse notified: _____ Signature of Nurse: _____

The nurse must be given the class roster(s) no later than four weeks (20 school days) in advance of the first field trip. Travel health forms should be completed at the beginning of the school year. *If any of the forms are missing, nurse will return to teacher for completion before signing.

Approved By:

Teacher's Signature Date: _____

Principal's Signature Date: _____

Superintendent's Designee Date: _____

Office of Operations Use Only: Bus permit number _____

FIELD TRIP CHECKLIST

Please check off each item and sign below before turning in School District Application for School Day Field Trip or Overnight Trip to the principal:

- Volunteers, School District employees and/or approved parent volunteers, have been identified to chaperone at the ratio of at least one adult per every 10 students. Male and female chaperones are required if both male and female students are participating on the trip.
- For every chaperone who is not a school employee, a district volunteer form has been completed, approved, and is on file in the office.
- A district bus driver has been arranged/requested through the transportation office and bus permit submitted.
- The trip has not been scheduled during national, state, or district testing windows.
- The trip has not been scheduled during the last 10 days of school.
- Secure signed parent permission forms have been obtained for each student prior to leaving.
- I will provide the school nurse with copies of any parent permission forms indicating changes in health information provided by parent/guardian.
- A class roster(s) sheet has been submitted to the school nurse at time of application. An updated roster will be given to nurse after permissions have been returned. A list of students and chaperones has been submitted to _____. (Can be one list but indicate chaperones).
- The Application for Day Field Trip will be sent to the superintendent's designee 15 school days prior to day field trip and two months prior to overnight field trip. Failure to do so may result in cancellation of trip.
- A copy of the Application for Field Trip has been sent to the cafeteria manager.
- If the group is participating in an event such as competition, etc., all info for convention/expo center or location of event with contact information and address(es) should be sent to _____ seven (7) days prior to the trip.
- An itinerary is attached to the field trip form, and lesson plans have been submitted to the principal.

Signature of Sponsoring Teacher

Date

Appendix B(3)

Sample Permission for Field Trip Tips

- These forms do NOT need to be given to students until the Application for FT has been approved. That is why it is vitally important for teachers to plan ahead. If they know they are going on a FT in March, they do not need to wait until 20 school days prior to FT to get application completed. They need to do as soon as possible to allow them to get permissions sent and returned in case any changes in have in indicated in student's health status.
- Teacher does not need to give these to the school nurse unless the parent marks "yes". It is also the responsibility of the parent to contact the nurse about changes in student's health status.
- Determine if any additional medication permissions are to be included on this form.

FIELD TRIP PERMISSION FORM

20__-20__

To be Completed by the Teacher:

Field Trip Destination _____

Date of Trip _____

Departure Time _____

Time Returning _____

Other Details of the Trip _____

To Be Completed by Parent or Guardian and Returned to the School:

I, _____, hereby give my permission for my

Name of Parent or Guardian

child, _____, to participate in the class field trip

Child's Name

to _____ on _____.

Destination

Date of Trip

NOTICE: It is the responsibility of the parent/guardian to notify the school nurse at least two weeks prior to the field trip, whether overnight or day, of any health changes/concerns/or medications needed on trip that is different from the information parent/guardian provided on the Registration Form at the beginning of the year. If medication is needed on a field trip for a day or overnight field trip other than medication already at school, the parent and/or guardian is responsible for completing a School District Medication Form, including Health Care Provider signature if needed, and bringing medication to the school nurse at least **two weeks prior to the field trip**. If help is needed completing the School District Medication Form, please contact the School Nurse. Failure to comply may result in medication not being administered on trip.

Please check one of the following:

____ There have been **NO** health changes since completing the health information on the Registration Form at the beginning of the year.

____ There have been health changes since completing health information on the Registration Form at the beginning of the year. I (parent/guardian) will contact the school nurse to update health information.

Signed: _____
Signature of Parent or Guardian

Date: _____

Parent/Guardian Phone Number: _____

Appendix B(4)

**School Health Program
Field Trip Medication Clinical Service Notes**

Student's Name:

Date of Birth:

School:

Grade:

Medication:

Dosage & Route:

Date/Time/ Initials of Person Transcribing Order: _____

Time: _____

Allergies: _____

Starting Medication Count = _____

(Controlled substances must be counted by two school employees. The person who will be responsible for the medications on the field trip should be one of the persons involved in the count. The school nurse should also be involved in the count.)

Date: _____

Initials of Counter: _____

Initials of Witness: _____

Date: _____

Time Medication Given: _____

Medication Code* _____

Signature of Person Giving Medication: _____

Medication Codes

A: Absent, D: Discontinued, E: Early Dismissal, F: Field Trip, GS: Medication Given See Medication Notes,
GT: Medication Given; Tolerated Well, M: Missed Medication; N: No Supply, R: Refused, S: See Medication Notes
W: Withheld Dose

Starting Count = _____

1. Number Given = _____

2. Ending Count = _____

3. (Starting Count) – (Number Given) = _____

The totals for #3 should equal #4. If there is a discrepancy, the reason for the discrepancy must be explained on the back of this form. The school principal and the school nurse must be notified.

Date: _____

Initials of Counter: _____

Initials of Witness: _____

Print Name: _____

Signature (with credentials)

Initials

Date	Medication Notes

Appendix B(5)

Field Trip Documentation

STUDENT NAME: _____ DOB: _____

SCHOOL: _____ GRADE: _____

TEACHER: _____

DATE	TIME	COMPLAINT	TREATMENT	OUTCOME	INITIALS
	am	_____	TEMP _____ REST _____	BACK TO CLASS _____	
		_____	BANDAID _____ ICE _____	CALLED PARENT _____	
		_____	CLEANED/DRESSED _____	SENT NOTE HOME _____	
	pm	_____	OTHER _____	R.N. CALLED _____	
		_____	_____	EMS CALLED _____	

DATE	TIME	COMPLAINT	TREATMENT	OUTCOME	INITIALS
	am	_____	TEMP _____ REST _____	BACK TO CLASS _____	
		_____	BANDAID _____ ICE _____	CALLED PARENT _____	
		_____	CLEANED/DRESSED _____	SENT NOTE HOME _____	
	pm	_____	OTHER _____	R.N. CALLED _____	
		_____	_____	EMS CALLED _____	

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