

## Greenfield Expeditions

### Greenfield Expeditions Planning for Coordination with School Nurse

Strong communication and coordination with your School's Nurse is essential for planning Field Lessons. Please see the below CFS and suggested touchpoints for coordination.

#### Criteria for Success:

- ☐ Students have the necessary medication/medical support needed on each field trip
- ☐ Teachers have the necessary medical information about each student on their trips to support students in case of emergencies ([sample here](#))
- ☐ There is a clear process for how teachers will get student medications from the nurse and have them returned to him/her each day
- ☐ There is a clear plan for how the Ops Team and the Nurse will coordinate leading up to Expeditions

#### Suggested Process:

- ☐ Meeting 1 with Nurse:
  - ☐ DSO shares dates for year of Expeditions field lessons
  - ☐ DSO and nurse align on:
    - ☐ How medical information will be pulled together for teachers and leaders chaperoning ([sample here](#))
    - ☐ How nurse will package medication/medical support items for field trips
    - ☐ How the ops team will get and then return medication
    - ☐ If any communication is needed with specific families
    - ☐ If there are any concerns about specific scholars going on trips based on their medical needs
- ☐ Meeting 2 with Nurse:
  - ☐ DSO & Nurse Confirm nurse is on track to pull medical information
  - ☐ Reconfirm plan for Week of & Day of operations (how medication is handed off between nurse and ops team for teachers)
  - ☐ Any follow ups from last week