

SICK / INJURED STUDENT PROTOCOL

In the case that a student exhibits symptoms of illness or injury during In-School Field Trip, please follow the steps below:

Explore Field Trip

- o Report symptoms to the classroom teacher.
- o The classroom teacher is to assess the symptoms and offer options: water, a break, bathroom, a snack, etc.
- o If symptoms persist, ask the classroom teacher to contact school office for the approval to send student home.
- o Classroom teacher may directly contact student's parents/guardians or have the school office contact them to have student picked up from location.
- o In the event that family or guardians do not answer or is unable to provide transportation, the Lead Instructor will identify a quarantine location/nursing area where they can sit.
- o The classroom teacher is to follow up with the principal if it is potential COVID symptoms and the parents/guardians if necessary.
- o Lead instructor is to follow up with Program Manager to inform them of the situation and outcome with the student.
- o Program Manager will ensure an Incident Report is completed and submitted to the Associate Director.

Make a Difference Field Trip at the Living Lab

- o Please note, that if the Program Manager is not available, the reporting would be defaulted to the Manager on Duty (MOD)
- o Report symptoms to the Floor Lead.
- o The Floor Lead is to assess the symptoms and offer options: water, a break, bathroom, a snack, etc. Notify classroom teacher and Program Manager of the situation.
- o If symptoms persist Program Manager is to communicate with the classroom teacher to contact school office for the approval to send the student home.
- o The classroom teacher may directly contact student's parents / guardians or have the school office contact them to have student picked up from the Living Lab location.
- o In the event that family or guardians do not answer or is unable to provide transportation, the Program Manager will identify a quarantine location / nursing area where they can sit.
- o The classroom teacher is to follow up with the principal if it is potential COVID symptoms and the parents / guardians if necessary.
- o Program Manager to inform the MOD of the situation and outcome with the student.

Program Manager to complete an Incident Report and submit to the Associate Director.