

### **Field Trip Guidelines for Teachers and Sponsoring Organizations:**

1. Distribute the WH Trip Approval Form to students with trip details and have a firm deadline for returning it at least 2 weeks prior to the trip.
2. Review the forms (those with medication needs) with the school nurse 2 weeks prior to the trip.
3. If it is determined that a student needs medication on the trip, the teacher or sponsoring organization is responsible for making arrangements using one of the options listed below:
  - a. Ask the student's parent to attend the trip
  - b. Make arrangements with a parent volunteer who is a licensed medical practitioner (RN, LPN, Nurse Practitioner, MD—cannot be an EMT or Paramedic) who is going on the trip to handle the medication needs of students. Have the parent volunteer sign the district's formal agreement. Have the parent and student's physician complete the field trip medication guidelines form.
  - c. Get a substitute school nurse by contacting approved nurse substitutes via the provided contact sheet (check with your building nurse) OR contact Paul Buriak to enter the request into Aesop.

**NOTE:** The sponsoring organization is responsible for payment of the nurse. Past practice has been to pay the substitute wage (\$80.00 per day-- \$10.67 per hour if you are doing long day/overnight trips.)
  - d. For overnight or out of state trips, if a parent or licensed parent volunteer is not secured, all accommodations and payment for the hired substitute nurse will be the responsibility of the sponsoring organization.
4. If the medication administration needs of the students cannot be met, the trip cannot occur.