

Meeting the Health Needs of Students While on Field Trips

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Disclaimers

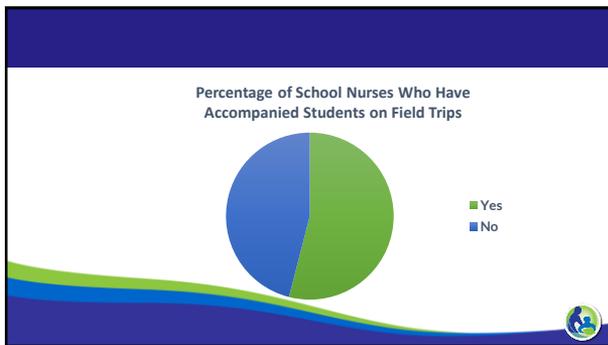
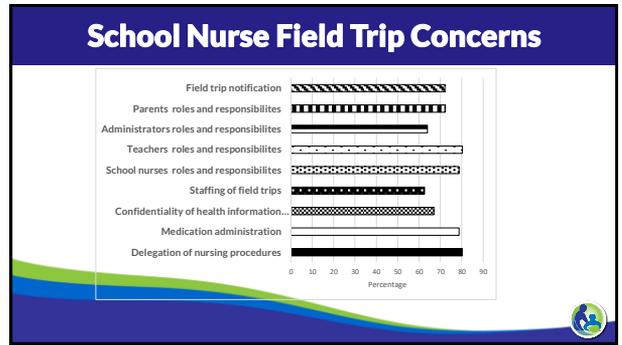
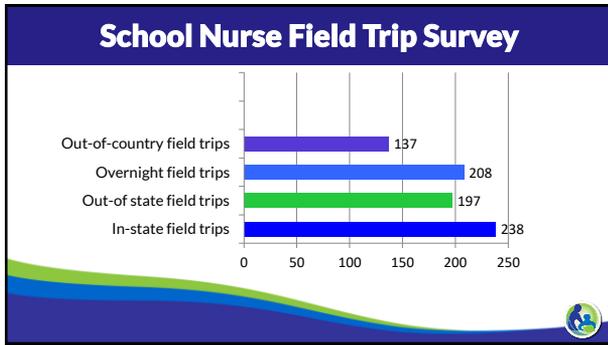
School districts are advised to seek legal advice from their own district legal counsel when developing policies.




Learning Outcomes

- Understand key health related needs to address on field trips
- Understand role of administrators in field trip planning
- Ability to review own district's policies or practices on fieldtrips





[Meeting Student Health Needs While on Field Trips – Tool Kit for Wisconsin Schools \(2019\)](#)

[Sample International Travel Documents](#)

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- Health services for routine school-sponsored activities are required under Wisconsin statutes [121.02\(1\)\(g\)](#) and [PI8.01\(2\)\(g\)](#).
- No specific state definition for field trips.

Factors to Consider when Determining the Need for Health Services on a Field Trip

- Applicable state and federal (student) accessibility laws
- Location (venue), accessibility, type of activity, health care needs of students attending trip
- State(s) Nurse Practice and medication administration laws



Factors to Consider when Determining the Need for Health Services on a Field Trip

- Availability and response time of Emergency Medical Services (EMS)
- Nurse licensure and nurse practice acts (RN license/Compact State, does state allow delegation of health care services to unlicensed staff)
- Handicap accessibility (elevators, wheelchair ramps, bathrooms, theatre seating)
- Availability of privacy for treatments or medication administration (rectal medication, toileting, etc.)
- Equipment/personnel that may be required by students for ambulation/treatment
- Storage/refrigeration of medications
- Length and duration of time students will be away from school
- Mode of transportation (school bus, private cars, planes, trains, boats etc.)
- Medications that need to be given outside of the regular school day
- Food allergies or special dietary needs
- Other allergies or potential health needs

Medication Administration on Field Trips

[Wis. Stat. 118.29](#) applies to all field trips in Wisconsin

- Medication consents (practioner and parent)
- Training of staff
- Documentation of doses administered/ administrator authorization
- Supplying and transporting on field trip
- Confidentiality



Medication Administration on Field Trips

- Follow district policies regarding self-administration of medication.
- Other states may not allow unlicensed school staff or volunteers to administer medications to students.
- Exceptions to these laws may exist for certain emergency medications such as emergency epinephrine.



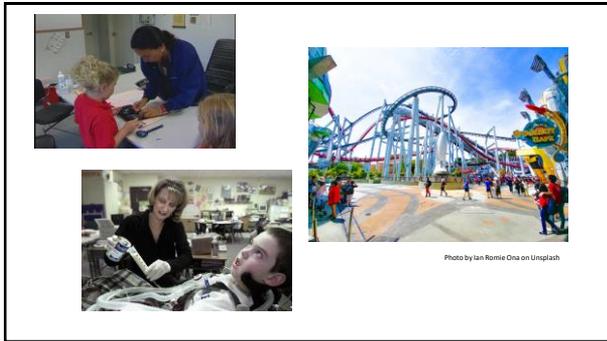
Field Trips and Delegation

- Cannot exclude student from a field trip due to a medical condition or other disability.
- Cannot require parent/guardian to accompany child.



Field Trips and Delegation

- See the DPI guidance [Use of Delegation in the School Setting](#).
- School nurses and school staff are legally obligated to adhere to the Nurse Practice Act of the state in which they are practicing/performing delegated acts.
- School nurses are held accountable to **both** Wisconsin and destination states licensing laws.
- Wisconsin is part of the enhanced Nurse License Compact (NLC)
- School districts are obligated to insure staff abide by Wisconsin and other state laws.



School nurse must be informed well in advance (10 school days in-state, 20 school days out-of-state) of field trips when students require nursing procedures.

Field Trip	Destination	Duration	Transportation	Accompanying Staff	Medical Needs	Emergency Contact	Parental Consent

Field Trips and Delegation

Possible options:

1. School nurse determines delegation is safe and permissible by destination and Wisconsin state law- chaperones perform procedures.
2. School nurse or duly licensed registered or practical nurse accompanies students.
3. District makes arrangements with a registered nurse living in destination site.
4. Parent(s) voluntarily agrees to accompany child(ren).
5. School nurse, parent, student and medical provider assess situation for self management of health need while on field trip.

Field Trips and Delegation

"Perhaps more appropriate than mandates in any event, are professional judgment, creativity, and collaboration with students, families, and other members of the education and health care teams. These are essential element to finding the right balance between requirements for safety in a given situation and the personal-risk taking that is reasonable in order to the student to participate, learn and progress toward independence." (Hootman, et. al 2005, 224)

Out -of Country Field Trips

Considerations for out-of-country field trips:

- Obtain permission for emergency treatment as determined by chaperones.
- Determine if district has or requires students to have an insurance policy for medical care which would include emergency transport back to U.S. if needed.
- Determine if any immunization requirements exist for destination country.
- Determine if any Health Alerts exist for destination country.
- Have copies of all prescriptions for prescription medication. Carry all medication on the plane, do not pack in luggage.

Out- of- Country Field Trips

- Nursing and other chaperones licenses are not recognized outside the United States.
- The U.S. Embassy can provide information on points of contact for destination countries.
- When planning out-of-country field trips school districts will want to allow sufficient time (at least 60 school days) to address not only medication administration, and the provision of delegated nursing acts, but also immunization requirements, and how health and emergencies issues such as sudden illness or accidents will be managed by chaperones.

Overnight Field Trips



photo

Emergencies

- Review policies and practices for obtaining consent for emergency medical services
- What health history information will district collect?
- May need to make advanced arrangement for special medical care.
- Determine procedure and lines of authority in an emergency (medical or other).
- Parents informed under what circumstances/conditions they will be contacted.
- Expectations regarding parent's responsibility/response in a health emergency should be clearly communicated.



Tools

- Suggested Roles and Responsibilities
- School Nurse Field Trip Preparation Checklist
- Sample Notification of Upcoming Field Trip Form
- Sample Health History for Overnight or Out -of -State Field Trips
- Sample Field Trip Preparation
- Suggested Items for Field Trip First Aid Kit
- Sample Field Trip Policy
- States' Student Medication Administration and Delegation Chart

Roles and Responsibilities: School Administrators

1. Ensure adherence to districtwide policy for school-sponsored trips.
2. Communicate policy to all parties involved including staff, parents and students.
3. Encourage and support team planning for successful trips.
4. Support school nurse notification (at least 10 school days in-state, 20 school days out-of-state) prior to trip.
5. Support school nurse involvement in planning and approval of field trips so health needs of student are identified and potential barriers to participation addressed before administration approval.

Suggested Roles and Responsibilities: School Administrators

6. Serve as the key contact for emergencies during trips and involve school nurse and medical advisor as needed.
7. Determine alternative options or cancellation of trip if all students cannot attend the field trip due to the inability of the school district to accommodate the health or other special needs of students.
8. Initiate debriefing discussion after field trip among staff participating on the trip and school nurse to evaluate what worked well and suggestions for improvement on subsequent trips. Particular attention should be given to how any health emergencies that occurred were handled.

Sample Notification of Upcoming Field Trip Form

Sample Notification of Upcoming Field Trip Form

Notifying Parents of Upcoming Field Trips

Parental consent is required for all field trips. This form is to be completed and returned to the school nurse at least 10 school days prior to the trip. If you are unable to complete this form, please contact the school nurse for assistance.

Student Name: _____ Date of Birth: _____

Parent Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Name: _____ Phone: _____

Emergency Contact Address: _____

Emergency Contact City: _____ State: _____ Zip: _____

Number of children: _____ Number of children on trip: _____

Number of children with special needs: _____

Special needs: _____

Parental consent is required for all field trips. This form is to be completed and returned to the school nurse at least 10 school days prior to the trip. If you are unable to complete this form, please contact the school nurse for assistance.

Student Name: _____ Date of Birth: _____

Parent Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Emergency Contact Name: _____ Phone: _____

Emergency Contact Address: _____

Emergency Contact City: _____ State: _____ Zip: _____

Number of children: _____ Number of children on trip: _____

Number of children with special needs: _____

Special needs: _____

Sample Field Trip Policy

WARNING - First Aid Kit

First Aid Kit - OTC Contents (Child-Resistant Container)

The Board of Education requires that field and off-campus trips, when used for teaching and learning, are subject to the same level of supervision and oversight as required by the state educational code. The following are the minimum requirements for field and off-campus trips:

1. Supervised and suitable activities provided to bring learning experiences to an environment outside the school building are required during the trip.
2. A first aid kit must be provided to the staff of the field trip.
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QUESTIONS?



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American Red Cross First Aid Kit List <https://www.sosproducts.com/Field-Trip-Fannypack-First-Aid-Kit-p/90185.htm>

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