



MONTGOMERY COUNTY SCHOOLS FIELD TRIP PROCESS CHART



Type of Trip	WHO GETS NOTIFICATION	WHEN DO I EMAIL All This INFORMATION?
Day Trips M-F	School Health Unit Nurse	5 days before trip date
Day Trip Weekend	Shanda Brewer	5 days before trip date
Overnight Trip	Shanda Brewer	10 days before trip date
Out of State	Shanda Brewer	10 days before trip date
Sports Teams	Shanda Brewer	SEND A COPY OF YOUR ROSTER ASAP!
FMD classrooms	School Health Unit Nurse	Start of School Year—update if any changes
Other approved programs/groups	Shanda Brewer	Start of program—update if any changes

Trips not submitted appropriately cannot be approved by health services. VERBAL notification to the health unit that you are planning a trip is **not** acceptable. **Any written submission other than this approved process is not acceptable.** This includes trips that are part of your program such as “district, regional or state level” events.

1. **The teacher, coach or the sponsor of the off campus trip/event is responsible to ensure 09.36 AP211 page 1 /trip consents are completed before taking a student off campus—never take a student off campus without trip specific parental consent.**
2. **The consent form is vital** to ensure that you have the most up to date medical information for your students. For overnight and weekend trips, it is vital that the nurse know what meds are taken at home, because these too must be approved and meet KDE guidelines for administration during a trip.
3. **The school Principal in cooperation with the school health unit shall ensure that, if a student participating in the trip requires daily, emergency or as needed (PRN) medication or if a student has a condition that requires monitoring or the assistance of health services, a nurse or trained UAP accompanies the field trip.**
4. Teachers/Sponsor **MUST** check with the school health nurse at least **two days prior to their trip to ensure all students have been assessed and arrangements are made to accommodate any health needs.**
5. **On the day of the trip do not leave school until the trained UAP checks out the locked medication bag from the health unit to carry inhalers, epi-pens, daily meds or any other medication needed by students on your trip (if applicable). The school nurse will ensure that all needed medications are in the bag along with proper documentation.**
6. **Upon returning to school the UAP must return the locked medication container to the school nurse, making sure all medication administration has been documented.**

Please realize that the assessment of health needs for student travel off campus is time consuming. It is done in addition to the other duties of the school nurse. Often times there are several medical rosters submitted on the same day. If you know about your trip earlier than the mandatory submission date, please submit early. **The teacher/sponsor must take responsibility to contact the health unit before your trip and arrange medication pick up if needed.**

FIELD TRIP PROCESS CHART & INSTRUCTIONS—Page 2

OVERNIGHT AND/OR OUT OF STATE TRIPS

1. Once the trip is approved by your supervisor and the Board of Education, submit the names of your students planning to attend to Health Services Coordinator Shanda Brewer on the Field Trip Medical Roster a minimum of 10 days prior to the trip date. The field trip roster is located on our district website under Forms-Transportation.
2. If overnight or out of state travel is dependent on “qualifying” for the event, the coach, teacher or sponsor shall submit all names of those students who could potentially participate in the overnight or out of state trip to Shanda Brewer. It is vital that health services has sufficient time to assess needs, contact parents and coordinate coverage for services required on the trip. The health coordinator will assess each student planning to attend to determine if they have a health condition that requires medication or special monitoring while on the field trip. Results of the health service assessment will be forwarded to the coach/teacher/sponsor.
3. A copy of field trip consent and medical authorization 09.36 AP 211 must be turned in to Shanda Brewer for each student planning to participate.
4. The school Principal /Coach/Sponsor and Assistant Superintendent in cooperation with the District Health Services Coordinator shall ensure that, if a student participating in the trip requires daily, emergency or as needed (PRN) medication or if a student has a condition that requires monitoring or the assistance of health services, a nurse or trained UAP accompanies the field trip.
5. On the day of the trip do not leave school until the trained UAP checks out the locked medication bag from the health unit to carry inhalers, epi-pens, daily meds or any other medication needed by students on your trip (if applicable). The school nurse will ensure that all needed medications are in the bag along with proper documentation.
6. Upon returning to school the UAP must return the locked medication container and documentation to the school nurse, making sure all medication administration has been documented.

FOR COACHES/SPONSORS ONLY

- As soon as your roster is complete submit the student names to Shanda Brewer.
- Ensure the information is also provided to appropriate staff to have each student assigned to that “course” in infinite campus—if applicable.
- Any student that requires or could require medication or treatment while under your supervision—practice, games, events, etc.—must either have physician consent for self medication or have a KDE trained UAP staff available to administer medication or treatment.
- You must notify Shanda Brewer of any changes in student medical condition or treatment as soon as the parent/guardian/student informs you. It is vital that District Health Services has the most accurate up to date information