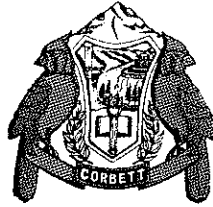


Randy Trani
 Superintendent
Robin Lindeen-Blakelev
 Deputy Clerk
Jeanne Swift
 Director of Student Services



35800 E. Historic Columbia River Highway
 Corbett, Oregon 97019-9629
 Administration Office: 503-261-4200
 Grade School: 503-261-4242
 Middle/High School: 503-261-4270
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Corbett School District No. 39

Field Trip Information

Trip Coordinator:		Date of Request:	Date of Trip:
Group (School/Class):	Number of Students:	Departure Time:	Return Time:
Destination:			
Address:		City, State, Zip:	

Field Trip Timeline

4 Weeks Prior:

- Determine the designated staff for the field trip (above)
- Arrange for transportation by submitting a transportation request form
- Prepare permission slips (attach the Medication Authorization Form if it is an overnight trip)
- Place the field trip on the district calendar by emailing Nancy Gyreko at CAPS
- Obtain Supervisor Approval and Signature for the field trip (on this form)

2 Weeks Prior:

- All chaperones must have filled out a background check/confidentiality form (check with school office personnel)
- Email the Health Room with
 - Field trip date, time and location
 - List of students attending (include grade levels)
 - Names of the designated staff (above)

1 Week Prior (for overnight trips):

- Medication turned into the health room
 - All medication must be in the original container
 - Medication must be accompanied by the Medication Authorization Form
 - Designated Health Room Liaison: Review authorization forms, health concerns and protocols with the Health Room
 - Order Lunches and/or Snacks from the Cafeteria

Day of the Trip:

Morning of the Trip:

- Ensure that each child has a permission slip that contains contact information (and Medication Authorization for those that need it)
 - Pick up medication up along with signed spreadsheet and copy of Medication Authorization Forms. Please allow enough time to sign out all medication from the Medication Log Book.
 - Pick up First Aid Kit
 - Pick up pre-ordered sack lunches and/or snacks from the cafeteria
 - Take an accurate list of students on the trip and an extra copy for the bus driver
- Upon Returning from the Trip, please return the following the Health Room, ASAP:
- All Medication
 - First Aid Kit
 - Signed Spreadsheet

 Supervisor Signature of Approval

 Date

Field Trips

Designated Field Trip Roles:

Trip Coordinator

Health Room Liaison

Medication Administration Teacher

CPR Certified Staff

Severe Allergic Reaction Certified

Field Trip Procedures:

1. Field Trip Proposal must be submitted to the building supervisor for approval, 4 weeks prior to field trip date. All field trip roles should be designated at this time.
2. Staff member leading the field trip (Trip Coordinator) distributes field trip consent form to students for parent/guardian approval.
3. Health Room Liaison submits list of participating students with important health information to Health Room, 2 weeks prior to field trip date. If it is necessary for the student to take prescription medication on the field trip, the school nurse will give the necessary form to the parent/guardian that will need to be completed by the student's Health Care Provider and parent/guardian.
4. School nurse reviews the student list and gathers necessary information from Health Care Providers
5. School nurse meets with Health Room Liaison to review the emergency care plans and additional Health Care Provider information.
6. If it is necessary for a teacher to administer medication to a student while they are on the field trip that teacher must complete the Medication Administration training. The designated teacher will schedule a time to meet with the school nurse to review this training and any additional information regarding the specific medications at hand.
7. The morning before the trip, provide Designated RN (if applicable) with copy of all permission slips containing contact and medication information for each student attending. Pick up medication along with signed spreadsheet and copy of authorization forms. A first aid kit is available in the health room for any staff member to check out and take with them on the field trip.
8. Upon returning to school, please return the first aid kit and all medications immediately to the Health Room.

Give the Health Room the maximum amount of notice for a field trip. It is very difficult to make arrangements for medications the morning of a field trip. Medications must to be signed out of the health room and only administered by those with training.