

Field Trip Guidelines for Teaching Staff:
Overnight Trips

Required Paperwork Prior to Trip:

- SDFA Field Trip Request Form – complete this form and turn it into building principal. Principal forwards to business office for transportation approval (if applicable)
- SDFA Overnight Field Trip Medical Release Form – teachers send this home to parents; parents must complete this form as well as any applicable action plans as indicated by the above mentioned medical release form.
- SDFA Medication Authorization Form – parents must complete this form for **each** medication to be administered on the trip (with the exception of asthma and allergy medications if included on the completed action plans).
 - ❖ Over-the-Counter medications only require a parent signature. Please send medication in the original packaging and label the container with student's name. If the over the counter medication exceeds the manufacturers recommended dosing, a physician's signature is required
 - ❖ Prescription medications require physician **and** parent signatures and must come in the original, labeled pharmacy container
 - ❖ Remember that if a student does not take medication at school, they may still have medication and/or medical needs during an overnight trip

Communication with School Nurse:

- Contact the School Nurse Office at ext. 8851 (or via email) and provide them with a list of students going on the field trip two weeks in advance
- Inform School Nurse ahead of time of annual field trips to the same location each year so they can mark the date on their calendar
- Send all signed forms to the School Nurse Office at least two weeks prior to field trip
- School Nurse contacts classroom teacher and identifies students with medical needs (including medications), schedules and completes necessary training

Expectations for Day of Trip:

- Obtain first aid kit from main office on the day of the field trip
- Obtain any student medications and related paperwork on the day of the field trip
- District employees are responsible for all medication administration and student health needs unless the student's parent/guardian is on the trip
- Volunteer chaperones are not allowed to give medication or supervise health needs

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Field Trip Guidelines for Teaching Staff: **Day Trips**

Required Paperwork Prior to Trip:

- SDFA Field Trip Request Form – complete this form and turn it into building principal. Principal forwards to business office for transportation approval (if applicable)
- SDFA Field Trip Permission Form – teachers send home to parents; parents complete and turn back into teachers
- SDFA Annual Student Health Emergency Information Form – obtain a copy of each student's form (located in the main office) and take with you on your trip (per district policy)

Communication with School Nurse:

- Contact the School Nurse Office at ext. 8851 (or via email) and provide them with a list of students going on the field trip two weeks in advance
- Inform School Nurse ahead of time of annual field trips to the same location each year so they can mark the date on their calendar
- School Nurse contacts classroom teacher and identifies students with medical needs (including medications), schedules and completes necessary training

Expectations for Day of Trip:

- Obtain first aid kit from main office
- Obtain any student medications and related paperwork
- District employees are responsible for all medication administration and student health needs unless the student's parent/guardian is on the trip
- Volunteer chaperones are not allowed to give medication or supervise health needs

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Field Trip Guidelines for Teaching Staff:
Walking Trips

Communication with School Nurse:

- Contact the School Nurse Office at ext. 8851 (or via email) and provide them with a list of students going on the field trip two weeks in advance
- Inform School Nurse ahead of time of annual field trips to the same location each year so they can mark the date on their calendar
- School Nurse contacts classroom teacher and identifies students with medical needs (including medications), schedules and completes necessary training

Expectations for Day of Trip:

- Obtain first aid kit from main office
- Obtain any student medications and related paperwork
- District employees are responsible for all medication administration and student health needs unless the student's parent/guardian is on the trip
- Volunteer chaperones are not allowed to give medication or supervise health needs