

Health Services Field Trip Protocol

PRIOR TO DEPARTURE FOR FIELD TRIP

- The campus nurse should be notified at least **TWO DAYS** in advance to field trip, including planned departure and return time.
- Send a list of **ALL** students attending (staff may not be aware that a certain student takes medications).
- Staff person in charge of giving medications on the field trip, should be the person that comes to the Health office to get students medications, so that any special instructions and medication logs can be given to the staff person at that time.
- Medication should be picked up at least **15-30 minutes** before leaving on field trip, but not earlier than prior dose to be given.

DURING FIELD TRIP

- Medications should be carried by designated staff member only, unless student is authorized to self-medicate with emergency medications, such as inhalers, insulin, flucometer, EpiPen, etc
- Medication logs must be maintained, with the date and time given and the initials of the person that gave the medication,
- If a problem or question arises, please contact campus health staff, or call parent, or 911, according to the students emergency action plan, if there is not a school health member

RETURN TO CAMPUS

- Medication, medication logs and permission slips should be returned to Health staff, by designated staff member as soon as the students have returned to campus.
- Do not keep medications unsupervised in the classroom or overnight.

Health Services Staff

- Alexis Valentine RN
 - District Nurse
 - NIAA elementary, NIAP
- Brandy Green RN
 - NIAFW
- Tanisha Freeman CNA
 - NIAM
- Rachel McGarry MA
 - NIACH
- Chontina Peterson LVN
 - NIAG/FW
- Tiffanie Polk
 - NIAA HS

Please contact the appropriate person for help at your campus.