

FIELD TRIP PROCEDURE

1. **Before** you send a field trip permission slips to parents **PLEASE** send the school nurse a **list of potential scholars arranged by grade** that may attend the field trip (Include the date of the fieldtrip). **By the next school day** the nurse office will send the list back to you indicating scholars in need of a Medical Field Trip form (scholars **ONLY** need one medical field trip form **each school year**) and **due date** of all forms to the nurse office.
2. When you have collected all the slips needed back, please follow the following steps.
 - a. Use a **LARGE** envelope for **ALL** medical forms.
 - b. Identify on the outside of the envelope the date of the field trip, phone number, and the name of the chaperone responsible for scholars with medical issues. The identified chaperone will serve as the point-of-contact unless noted otherwise.
3. Expect **on going communication** between chaperone and school nurse's office at this point.
4. The chaperone will meet with the nurse **TWO DAYS PRIOR** to the trip. At this meeting, the nurse will advise chaperone of any special needs scholar(s) may have. The identified chaperone will receive a RED folder containing the forms needed to **TAKE ON THE TRIP** (please return RED folder and any medical supplies after the trip).

This process requires more than meets the eye. We are asking for a *two-week* turnaround to process medical forms. Please keep in mind the number of scholars attending the field trip as this may require more processing time. Field trips that are presented less than seven days before the trip are not likely to be processed. Any medical forms **NOT CLEARED** by the school nurse will need to be **CLEARED BY THE SCHOOL PRINCIPAL**. This procedure was developed by the administration and the nursing staff to insure that nothing is overlooked.

Thanks!

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