

## Cook County ISD 166-Field Trip Procedure for Optimal Student Health and Safety

- Teacher is to inform **Health Service Office** staff at least **24 hours** in advance of scheduled field trip by submitting attached from below to mailbox or in person. If a student needs parental supervision due to complex medical needs, the health office is to be informed **5 school days** prior to field trip data. If the students are going to be gone from the schools premises for longer than the school day, **10 school days** are necessary to get health forms completed and medication prepared.
- **Review Health Concerns** list pertaining to the students going on the field trip. Contact the Health Service nurse with questions and/or concerns.
- On the day of field trip, **staff person** responsible for administration of medication is to **pick up medication, medication directions and Emergency Care plan for student(s) who needs, or could potentially need medication while away from school premises.**
- Pick up **First aid kit** from nurses office.
- Prior to the end of affected school day, upon returning from the field trip, staff is to **return medication and documentation** directly to nursing staff. If **first aid kit** only, a student is permitted to return items.

Date submitted to Nurse \_\_\_\_\_ Nurse signature \_\_\_\_\_  
Date \_\_\_\_\_

Date of Field Trip \_\_\_\_\_ Teacher signature \_\_\_\_\_  
Grade \_\_\_\_\_

Field Trip to \_\_\_\_\_ Leaving \_\_\_\_\_  
Returning \_\_\_\_\_

Include brief description of activity and / or if involving foods not prepared by parents or school \_\_\_\_\_  
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