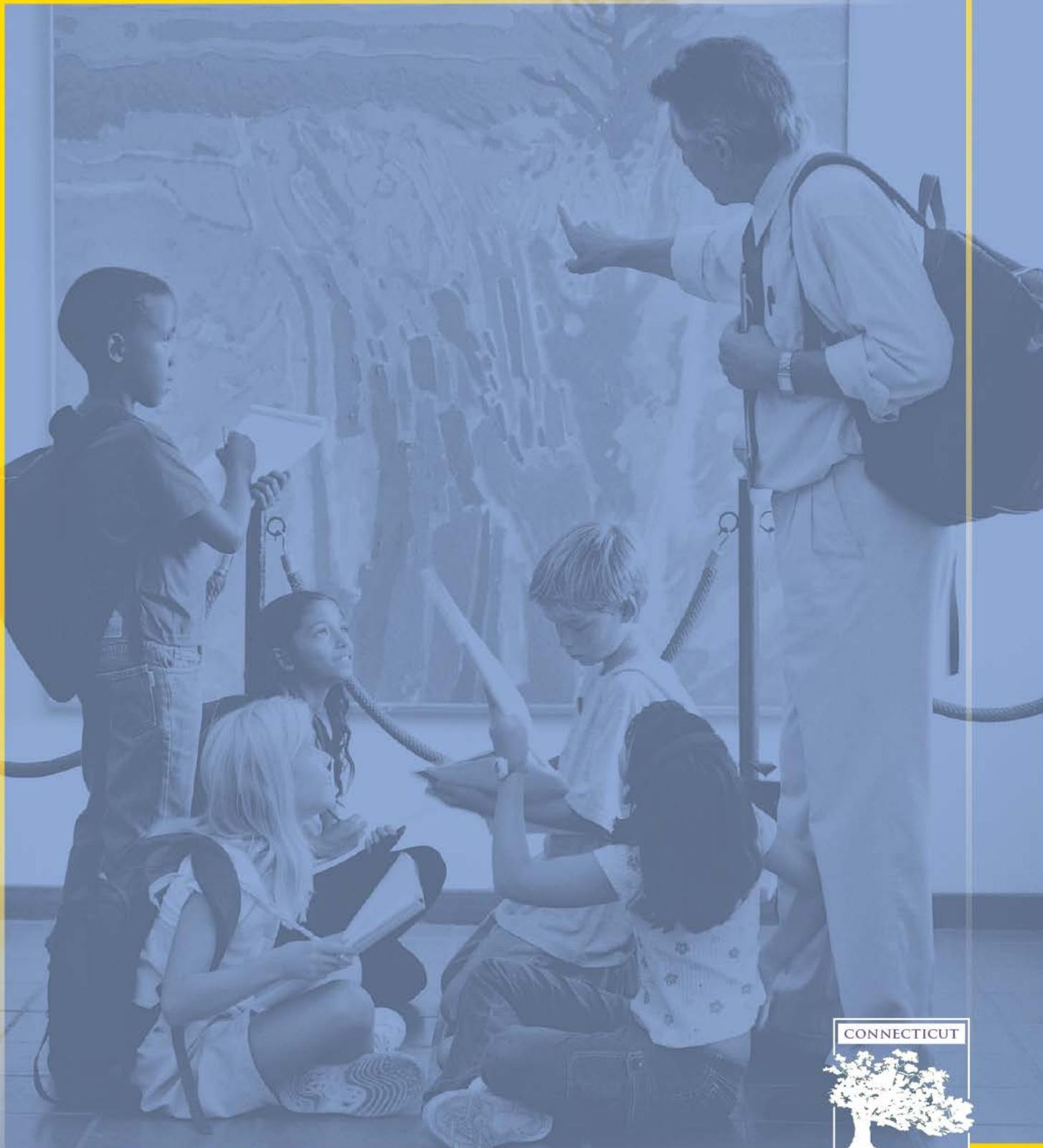
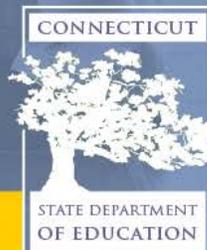


# Field Trips:

## Guidance for School Nurses



Connecticut State Department of Education



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# Introduction

Field trips are exciting educational opportunities for students and teachers alike. They are designed to enhance the educational experience for all students and provide the students with an opportunity to learn outside the classroom. While these trips are often informative and eye-opening experiences for many students, they require planning and special considerations, especially related to the health needs of students. Federal laws afford all students, including those with special health care needs, the right to participate in these educational experiences. According to the National Association of School Nurses' (NASN) Position Statement, *School Sponsored Trips, Role of the School Nurse*, there are approximately 26.6% of children with special health needs attending school (2013). Therefore, it is evident that the school nurse is a critical partner in planning and executing safe and rewarding field trips for all students.

The most successful field trips are the result of collaboration and team planning among school administrators, teachers, school nurses, other school staff, parents and students. In addition, school districts should have clear districtwide policies and procedures that inform team planning regarding field trips. The Connecticut State Department of Education's (CSDE) *Field Trips: Guidance for School Nurses* (Field Trip Guidelines) are intended to provide school nurses and school districts with information, resources and guidance needed to develop safe plans for the health care needs all students on field trips. School nurses should use these guidelines **in conjunction with** their individual school district policies and procedures.

The *Field Trip Guidelines* include definitions of school-sponsored trips, including field trips and extracurricular activities, and health related terms; applicable federal and state laws; planning and assessment considerations; suggested responsibilities for the various professionals involved; and useful checklists to assist in the planning and successful management of field trips.

# Definitions

There are many trips offered or supported by the school district regularly. The NASN describes school-sponsored trips as field trips, trips during extracurricular activities, interscholastic and intramural athletic events, and school club trips. Below are the definitions of relevant terms as defined in the [Regulations of Connecticut State Agencies \(Regulations\) §10-212a-1](#) with the exception of field trips and privately sponsored trips. Currently, there is no specific state definition for field trips and each local district has the responsibility to determine its own individualized definition and policies. However, the definition of field trips set forth below will be used for the purposes of these *Field Trip Guidelines*.

1. *Extracurricular activities* means activities sponsored by local or regional boards of education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs. (An example of an extracurricular activity is a school club that is not tied to the curriculum, such as weekend school sponsored ski club.)
2. *Field trips* are trips that school districts offer to enhance or supplement the educational experience of students (NASN, 2013). Field trips include events or activities where students leave the school grounds for the purposes of curriculum-related study (part of the classroom experience), or outdoor education. These trips range from a few hours during the school day to extended overnights and even out of the state or country.

Examples of *field trips* include:

- o day trip to museum, nature center, science laboratory, etc.;
  - o recurring trips (if tied to curriculum);
  - o overnight trips or longer trips for educational programs (such as *Nature's Classroom*); and
  - o trips requiring special considerations, such as remote locations, near water or swimming facilities, involving animals, or adventure trails.
3. *Intramural athletic events* means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.
  4. *Interscholastic athletic events* means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.
  5. *Privately sponsored trips* are trips that are privately funded. They do **not**:
    - o connect to the school curriculum or other school related events;
    - o involve supervision or staffing by school personnel;
    - o occur during the school day or school week; and
    - o use school name in promotional materials.

Examples of privately sponsored trips include:

- o weekend fishing club (not a school club);
- o Boy or Girl Scout trip to camp; and

- Boys and Girls Club trip to a local museum.

Privately sponsored trips as those described above are not school sponsored activities. Although school personnel (including school nurses) are often aware of privately sponsored trips, they are not required to, and they do not, plan, coordinate or supervise these activities.

Besides the various trip definitions, other important health related state definitions from the regulations [§10-212a-1](#) will affect the Field Trip Guidelines, so they are included here:

1. *Administration of medication* means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.
2. *Medication* means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Section 21a-240 of the Connecticut General Statutes.
3. *Medication order* means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.
4. *Qualified personnel* for schools means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations. For school readiness programs and before- and after-school programs, directors or director's designees, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations.
5. *School medical advisor* means a physician appointed pursuant to Section 10-205 of the Connecticut General Statutes.
6. *School nurse* means a nurse appointed pursuant to Section 10-212 of the Connecticut General Statutes.
7. *Self-administration of medication* means the control of the medication by the student at all times and is self managed by the student according to the individual medication plan.

# Applicable Federal and State Laws

## Federal Laws

The following federal laws (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act) are important considerations in the planning and implementation of school-sponsored trips. These laws provide the safeguards to protect students with disabilities and ensure these students have the same access to school-sponsored trips as their peers. Because of these laws, the ethical obligation to students, and the increasing number of students with special health needs in schools, it is critical that school nurses understand these pertinent laws and assist in developing policies and procedures to assure safe and quality care both in school and on school-sponsored trips. The following information regarding these laws is adopted from the Connecticut State Department of Education's *Clinical Procedure Guidelines for Connecticut School Nurses* (2013). More detailed information regarding these laws and resources is available in [Part A: Legal Issues—Educational](#) of the Clinical Procedure Guidelines.

## Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 covers qualified students with disabilities who attend schools receiving federal financial assistance. To be protected under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Section 504, together with the Individuals with Disabilities Education Act, requires that school districts **provide a free appropriate public education** (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

Major life activities, as defined in the Section 504 regulations at 34 CFR 104.3(j)(2)(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. In the Americans with Disabilities Act Amendments Act (ADAAA), Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. Congress also provided a nonexhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. The Section 504 regulatory provision's list of examples of major life activities is not exclusive, and an activity or function not specifically listed in the Section 504 regulatory provision can nonetheless be a major life activity (CSDE, 2013).

## Individuals with Disabilities Education Act (IDEA)

Special education is provided to students with an identified disability who need specially designed instruction to meet their unique needs and to enable students to access the general curriculum of the school district. Students who are eligible for special education services are entitled by federal law to receive a free appropriate public education (FAPE) at no cost to the family. FAPE differs from student to student because each has

unique needs. Students who receive special education services also receive “related services.” Related services means “transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education, and includes speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services also include school health services and school nurse services, social work services in schools, and parent counseling and training” (34 CFR § 300.34[a]) (CSDE, 2013).

As noted in the brief overview provided above and the corresponding resources from the CSDE’s *Clinical Procedure Guidelines*, all students have the right to participate in all educational opportunities whether they are provided on site or on a school-sponsored trip.

## State Laws

### Medication Administration by School Personnel

Connecticut General Statutes (C.G.S.) and the Regulations set forth the laws and regulations for Connecticut Schools regarding administration of medications to students during school hours for both in-school and out-of-school activities. This statute, C.G.S. §10-212a, and the Regulations, §10-212a-1 through §10-212a-10, clearly articulate the responsibilities of school nurses administering medications in schools; who can give medications in the absence of the school nurse; what medications may be administered by *qualified personnel for schools*; the training and supervision to be provided by the school nurse; the documentation of administration and proper storage required; and the provisions for self-administration of medications by students when allowed and appropriate. These statutes and regulations pertain to practices acceptable within Connecticut only. The administration of medication by the school nurse or school personnel on a field trip outside of the state or country is determined by that state/country and will be discussed further in the [delegation section](#) below.

#### Qualified Personnel for Schools

##### Section 10-212a-1. Definitions

As used in Sections 10-212a-1 through 10-212a-10 of the Regulations of Connecticut State Agencies:

“Qualified personnel’ for schools means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations. For school readiness programs and before- and after-school programs, directors or director’s designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations.”

It is important to note that the Connecticut Board of Examiners for Nurses (CBEN) has deemed medication

administration as solely nursing activity, meaning that only a nurse may administer medications, **unless** specific statutory exemptions exist (1995). For administration of medications by unlicensed personnel in Connecticut schools, C.G.S. 10-212a and accompanying Regulations:

- provide legal authority for the administration of medication by unlicensed personnel; and
- protect both the school nurse and the school personnel when administering medications to students in the absence of a school nurse from liability for ordinary negligence, although not from liability for acts or omissions constituting gross, willful or wanton negligence.

Therefore, when a field trip is within the State of Connecticut, these statutes and regulations apply and it is acceptable practice, if deemed safe by the school nurse, for *qualified personnel for schools* to administer medication to students during these trips. However, it is necessary that the local or regional board of education have adopted written policies and procedures with respect to the administration of medication by qualified personnel. Also, medication may only be administered pursuant to the written order of an authorized prescriber, with the written authorization of the student's parent or guardian, and with the written permission of the parent for the exchange of information between the prescriber and the school nurse to ensure safe administration of the medication (C.G.S. section 10-212a[b]; Regulation section 10-212a-2). These statutes and regulations do not allow for administration of medication by *qualified personnel* during extracurricular activities, so school nurses may assist in planning for the needs of students but may not delegate medication administration.

The complete statute and accompanying regulations can be found in the [General Statutes of Connecticut](#) and the [Regulations of Connecticut State Agencies](#).

## Nurse Practice Act and Delegation

The C.G.S. §20-87a has established the Nurse Practice Act as the following:

*The practice of nursing by a registered nurse is defined as the process of diagnosing human responses to actual or potential health problems, providing supportive and restorative care, health counseling and teaching, case finding and referral, collaborating in the implementation of the total health care regimen, and executing the medical regimen under the direction of a licensed physician, dentist or advanced practice registered nurse. A registered nurse may also execute orders issued by licensed physician assistants, podiatrists and optometrists, provided such orders do not exceed the nurse's or the ordering practitioner's scope of practice. (C.G.A., 1975).*

This practice act provides the legal foundation for nursing care and assists the nurse in understanding his/her scope of practice in all settings. School nurses need to abide by this act and, therefore, whether accompanying students on the trip or not, are authorized to be part of the planning process for field trips in order to ensure that the medical regimen is followed and there are health care plans in place to respond to actual or potential health concerns and needs of students.

National standards suggest that delegation requires that the registered nurse (RN) "must determine which student care activities may be delegated, under what circumstances it is appropriate to delegate aspects of student care, and by whom the...care can safely be provided" (NASSNC, 2000). One key tool for school nurses to guide their decision-making is the *Five Rights of Delegation* (NCSBN, 2005). More details regarding delegation are available in the [Clinical Guidelines for School Nurses](#).

In addition to the Nurse Practice Act and national standards, school nurses need to be aware of any rulings, regulations, or other legal guidance that supplement or enhance the Nurse Practice Act, and in particular any

rulings about delegation of nursing activities. Guidance regarding delegation can vary from state to state; however, Connecticut has a declaratory ruling to guide practice. *Delegation By Licensed Nurses To Unlicensed Assistive Personnel* (CBEN, 1995) outlines the nurse's responsibility when delegating nursing care to unlicensed personnel. This is particularly relevant to school nurses and field trips since there is not always a school nurse available during these trips. Key points in this ruling include:

- decisions to delegate can be made only by a registered nurse;
- the decisions are based on the nursing process, rather than a list of tasks;
- only implementation of care may be delegated to an unlicensed person;
- supervision of the unlicensed personnel is required; and
- no care requiring nursing judgment or assessment may be delegated to an unlicensed person.

These considerations can help inform the school nurse when planning for nursing on field trips. The [full declaratory ruling regarding delegation](#) can be found on the Connecticut Department of Public Health's Web site.

For field trips outside of Connecticut, it is necessary that the school nurses also annually determine the licensure and practice acts in the state or country where the students are visiting. As previously stated, the regulations for practice can vary from state to state and because Connecticut is **not** part of the Nurse Licensure Compact, the nurse is only licensed to practice in Connecticut and, if he/she is accompanying the trip, the nurse must request permission to practice in another state or determine if the state or country grants visiting privileges. If the school nurse is not going on the trip and there are nursing procedures or medications to be administered by unlicensed personnel, the school nurse must determine what aspects of care may be delegated to unlicensed personnel in that state prior to delegating any procedures including medication administration. The school nurse can obtain this information by contacting the respective state's board of nursing to request and receive permission to practice in that state and to learn the scope of practice and delegation rules in that state. For trips outside the country, the school nurse must contact the consulate of the visiting country for guidance and permission (NASN, 2013 & Kentucky Department of Education, 2013). If the state does not offer visiting privileges, it is recommended that permission be obtained for each trip individually to ensure that the permissions are current; however, if there are several field trips to the same state over the course of the academic year, all trips may be included in one letter to the board of nursing. The Kentucky Department of Education's Web site maintains [current contact information of each state's board of nurses](#). In addition, a sample letter requesting permission and scope of practice information is included in [Appendix A](#).

# Planning Considerations

According to NASN (2013), approximately 26.6% of children have special health care needs including 86% taking medications, 52% requiring specialty care, 33% requiring vision care, 25% requiring mental health care, and 11% requiring some type of medical equipment. These data reinforce the need for prior notification to the school nurse by school staff and assessments by the school nurse prior to any field trip. A systems approach is needed to ensure that the rights of students are protected and that students receive the same level of care on a field trip as in a classroom. If all students cannot be accommodated, the school district must have options for cancellation of or alterations to the trip.

**Important Note:** If all students cannot be accommodated, the school district must have options for cancellation of or alterations to the trip.

## Approval/Notification Process

Best practice suggests that school nurses should be part of the initial approval process for any field trip. By being involved early on in the planning, the school nurse can identify potential concerns with the location, safety, transportation, qualifications of chaperones, meals and food plans, and special health care provisions. Early involvement and notification also means that the school nurse can have the needed time to make special arrangements for care, investigate state laws pertaining to nursing care out of state, and conduct training of staff and chaperones. A minimum of four weeks notification should allow for adequate planning and obtaining any necessary approvals. Many schools in this state and around the country have instituted districtwide policies that now require school nurse authorization prior to principal approval and transportation commitments. For those communities without a web-based approval system, sample approval forms are available in [Appendix B](#).

## Nursing Assessment

School nurses are essential to the planning process because of their comprehensive assessments and decision-making skills regarding the health care needs of students. Key areas to consider when conducting a nursing assessment for field trips include:

1. Health care needs of the students
  - What are the health needs?
  - Do the students require medication?
  - What types of special health care procedures will need to be performed while on the trip?
  - Do any of the students require health monitoring and, if so, what type of monitoring?
  - Is a nurse needed to meet the health needs of the students on the trip or can the health needs of the students be met by unlicensed personnel?
2. Type of trip
  - Length of trip (day, overnight, several days)
  - Intensity of activities
  - Indoor or outdoor
  - Location (e.g., close to health care facilities, in an isolated location, availability of adequate and timely emergency response)

- Time of year (i.e., any concerns based on weather, allergens, etc.)
  - Is there adequate cell phone or other communication service?
3. Staff
- If a nurse is needed on the trip and it is not the school nurse, what preparation is needed?
  - Are the staff qualified/competent to perform health care procedures or administer medication if appropriate?
  - Are parents accompanying their children (note: a school district cannot require this as a means of accommodating a child with special health care needs)?
4. Meals/Food
- Will meals/food be offered on the trip?
  - Do any students have special dietary needs?
  - What accommodations are needed?
5. Nurse-Accompanied Trips:
- What coverage is needed for the school building if the school nurse attends trips?
  - If it is outside the state, what are that state or country's requirements to practice nursing (i.e., do you need a temporary license or does that state grant a "visiting nurse" status)?
6. Non-nurse Accompanied Trips
- What health care procedures including medication administration and health status monitoring can be delegated to the unlicensed personnel?
  - If the trip is out-of-state or out-of-country trip, what are the delegation laws/rulings that determine what health care procedures including medication administration may be delegated to an unlicensed personnel accompanying the trip? Are there limitations? Are there competency verification requirements?
7. Supervision
- What nursing supervision is needed during day trips?
  - What nursing supervision is needed on overnight trips or extended period trips?
  - What alternatives are in place in the absence of nursing supervision?

## Training/Supervision

If it is determined that unlicensed personnel may perform health care procedures or administer medication on field trips, school nurses have the responsibility to ensure that all staff are properly trained, can demonstrate competency in the task being delegated to them, and know what to do or who to contact in an emergency.

Training of school personnel should include:

1. Review of the task, the medical orders, the nursing care plan, and demonstration of the ability to safely and competently carry out the task (i.e., the health care procedure, such as blood glucose monitoring or administration of the medication).
2. Review of what constitutes an urgent or emergent situation and what steps to take in an emergency.
3. Review of documentation required for each task or each administration of medication.

Specific training requirements for medication administration is noted in the box below.

### Medication Administration Training

For the purposes of medication administration, the training requirements by the school nurse or school medical advisor are outlined in **Section 10-212a-3, Training of school personnel, as used in Sections 10-212a-1 through 10-212a-10 of the Regulations of Connecticut State Agencies and include:**

1. The general principles of safe administration of medication.
2. The procedural aspects of the administration of medication, including the safe handling and storage of medications, and documentation.
3. Specific information related to each student's medication and each student's medication plan including the name and generic name of the medication, indications for medication, dosage, routes, time and frequency of administration, therapeutic effects of the medication, potential side effects, overdose or missed dose of the medication, and when to implement emergency interventions.

The school nurse must also determine how and what type of supervision for the unlicensed personnel is needed during the field trip. Supervision is necessary to ensure the safety of the students and provide the unlicensed personnel with the support needed to effectively and efficiently carry out the task at hand. Supervision should include an established communication system between the school nurse and the staff providing the care during the trip; whom to contact if the school nurse is not available (e.g., the student's physician or local emergency room); and a debriefing session upon return to school to properly review documentation and care provided.

The use of licensed practical nurses (LPNs) on field trips should be a consideration. The LPN may participate in field trips within Connecticut to provide routine/planned care to students under the direction of an RN or school nurse. In some cases, this may be a good option for students with health care needs when the school nurse is not participating in the trip and the nursing tasks or medication administration cannot be delegated to unlicensed personnel. For out-of-state or out-of-country trips, the LPN has the same obligation as the registered nurse to determine the nurse practice act and scope of practice in the state or country in which the students are visiting and request permission to practice in that respective state or country.

# Suggested Roles and Responsibilities

## School Administrators

1. Ensure adherence to districtwide policy for school-sponsored trips.
2. Communicate policy to all parties involved including staff, parents and students.
3. Encourage and support team planning for successful trips.
4. Encourage parents meeting to discuss details and requirements of the trip.
5. Support school nurse notification (at least four weeks prior to trip) and approval of all trips to identify and meet the health needs of students prior to your approval.
6. Serve as the key contact for emergencies during trips and involve the school nurse and school medical advisor as needed.
7. Determine alternative options or cancellation of trip if all students cannot attend the field trip due to the inability of the school district to accommodate the health or other special needs of students.

## School Nurses

1. Adhere to district policy for field trips.
2. Obtain health information on all students participating from their health records and parental information.
3. Conduct a health and safety assessment of student needs based on a multitude of factors including severity of needs, location of trip, staff attending the trip, etc.
4. Contact visiting state board of nurses for permission to practice in that state if attending the trip and the state does not offer visiting status.
5. Contact visiting state board of nurses for information on nurse practice act, delegation and administration of medications laws and rulings if any care will be delegated to unlicensed personnel, such as the teacher or other school staff.
6. Develop nursing and emergency care plans for all students that will require medication, treatments or monitoring on the trip.
7. Obtain necessary medication and equipment for trip from parent at least three school days prior to departure. NOTE: School nurses may provide the staff with only one dose of medication from their school supply for a day field trip. Providing more than one dose of a medication is considered dispensing and is not in the scope of practice for any nurse. For multiple doses, parents must request the appropriate supply (i.e., three-day supply for three-day overnight field trip) from their pharmacy and ensure it is stored in an appropriately labeled pharmaceutical container.
8. Prepare all necessary medication, equipment and an emergency bag for the school staff.
9. Provide training to school staff regarding medication administration according to the Regulations and

physician orders.

10. Provide training to school staff regarding any health care procedures to be performed and review emergency responses.
11. Determine competence of unlicensed school personnel to carry out medication administration and health care procedures.
12. Provide supervision to staff during the trip.

**Important Note:** School nurses may not provide the staff with more than one dose of medication from their school supply as this is considered dispensing and is not in the scope of practice for any nurse. For multiple doses, parents must provide the appropriate supply (i.e., three-day supply for three-day overnight field trip) from their pharmacy and ensure it is stored in an appropriately labeled pharmaceutical container.

## School Personnel (teachers and other staff)

1. Adhere to districtwide policy regarding all aspects of field trips.
2. Include the school nurse in planning field trips to avoid any potential cancellations or situations of concern.
3. Notify the school nurse and obtain school nurse approval prior to principal approval and authorization of trip.
4. Communicate to parents the need for updated health and emergency information.
5. Participate in all trainings regarding health and safety of students prior to departure.
6. Be prepared to address emergency situations.
7. Contact the principal and school nurse as needed for health questions or emergencies while on the field trip.
8. Meet with the school nurse upon return to review documentation and performance of procedures and to debrief about the overall experience of the trip in meeting the students' health needs.

## Parents/Students

1. Adhere to districtwide policy regarding all aspects of field trips.
2. Provide the school with updated health (including medication administration orders when necessary) and emergency information as required.
3. Adhere to districtwide policies regarding medication administration and self-administration of medications by students while on field trips.
4. Request from local pharmacy and provide school with an appropriately labeled medication container with only the amount of medication needed on the field trip.

5. For parents of students with special health care needs, consider attending if appropriate and requested by school personnel with the clear understanding that a school district cannot mandate or require parents to attend field trips as a means of accommodating a child with special health care needs.

# Frequently Asked Questions

**Can a parent sign a relinquishment waiver to bring Glucagon for day trips only? Or can they sign a waiver for overnight trips as well?**

No. An order from the provider and parent approval for all medication actions (such as withhold, substitute, discontinue, etc.) for any school-sponsored trip is necessary.

**Can a parent assign a friend or relative to go on a field trip with their child in order to administer an emergency medication?**

No. According to the C.G.S. and regulations regarding medication administration in schools, only school nurses, qualified personnel or parents may administer medication to students.

**If the school district has current standing orders from our school physician (medical advisor) and signed parental permission on our Emergency Consent Forms, do we need a new authorization form for administration of medication for the trip signed by the child's medical provider?**

Yes, unless the school nurse is accompanying the trip. Standing orders may be administered only by a nurse after an assessment of the student's complaint and symptoms. Any medications delegated to qualified personnel in schools must have an individual student Medication Authorization Form.

**Can school nurses package multiple doses of meds for an extended day field trip?**

No. School nurses may not provide the staff with more than one dose of medication from their school supply as this is considered dispensing and is not in the scope of practice for any nurse.

**Can volunteers (such as parents) administer medications to students, other than their own children, on a field trip?**

No. According to the medication regulations, other than the school nurse, only "qualified personnel for schools" may administer medication in schools. *"Qualified personnel for schools means (a) a full-time employee who meets the local or regional board of education requirements as a principal, teacher, occupational therapist or physical therapist and has been trained in the administration of medication in accordance with Section 10-212a-3 of these regulations; (b) a coach and licensed athletic trainer who has been trained in the administration of medication pursuant to Section 10-212a-8 of these regulations; or (c) a paraprofessional who has been trained in the administration of medication pursuant to Section 10-212a-9 of these regulations. For school readiness programs and before- and after-school programs, directors or director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of these regulations."*

**Is the school nurse responsible for nonschool sponsored field trips?**

No. Although school personnel (including school nurses) are often aware of nonschool sponsored field trips or planned privately sponsored trips, they are not required to plan, coordinate or supervise these activities.

**Do nurses require permission from other states when administering nursing services on field trips?**

Yes. For field trips outside Connecticut, it is necessary that the school nurses determine the licensure and practice acts in the visiting state or country. The regulations for practice can vary from state to state and because Connecticut is not part of the Nurse Licensure Compact, the nurse is only licensed to practice in

Connecticut and, if he or she is accompanying the trip, the nurse should know if the state offers a “visiting status” and request permission to practice in another state if there is no provision for visiting status.

**In what capacity are school nurses required to participate in the planning of extracurricular school-sponsored trips?**

School nurses may provide information to the facilitators of extracurricular school-sponsored trips regarding the legal requirements for medication administration and nursing care to students during extracurricular activities and help the facilitators determine best practices for the health and safety of students during these activities; however, school nurses cannot legally delegate nursing care or medication administration for extracurricular activities.

**Are school nurses required to participate in privately sponsored trips?**

School nurses are not required to plan, coordinate or supervise privately sponsored trips.

**Can an LPN attend the field trip as a nurse?**

The use of LPNs on field trips may be a safe and viable option to meet the health needs of students. Within the State of Connecticut, the LPN may participate in the field trip under the direction of the school nurse or RN and provide only routine/planned care, such as medication administration, G-tube feedings, or assist a student with intermittent catheterizations. For trips out of the state or country, the school nurse and LPN must determine the scope and practice act for LPNs in the state or country the students are visiting and request permission to practice if appropriate.

**What is the school nurse’s role for interscholastic and intramural athletic events that occur off school grounds?**

School nurses should be part of the planning to ensure the safety of students with health care needs; however, only emergency medications may be delegated to coaches during these events. If age-appropriate, promoting self-administration and self-care by students are helpful strategies for school nurses.

# Appendixes

## Appendix A

*Sample Letters to Out-of-State Board of Nurses* [\[DOC\]](#)

## Appendix B

*Sample Field Trip Approval Forms* [\[DOC\]](#)

## Appendix C

*Sample Permission Form* [\[DOC\]](#)

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