

DAY FIELD TRIP
(NON INTERSCHOLASTIC ACTIVITIES)
**NOTIFICATION to HEALTH OFFICE/
MEDICATION LOG**

SCHOOL HEALTH SERVICES
102 North Plumer Street
Tucson, Arizona 85719
Donna Johnson, Director

*(**must be submitted to health office 2 weeks prior to trip)*

In order to plan for medication administration, medical procedures, and first aid supplies, it is required that this form be given to the school nurse 2 weeks prior to a field trip. Attach trip roster to form.

School: _____ Teacher: _____
Date of Trip: _____ Destination: _____
Departure Time: _____ Return Time: _____

Brief description of anticipated environment and activities:

Proximity to emergency facilities: _____

I have been instructed regarding the medications and procedures and understand the responsibility I am assuming in administering them on this field trip. I have been given the necessary medications and supplies.

I have field trip kit and student information and will locate the nearest phone upon arrival at our destination. I understand how to activate 911 Emergency Medical Services.

Signature

Printed/Typed Name of Supervising Adult _____ Position _____ Date _____

(Section below to be completed by the health office staff)

| Student Name | Medication/Dose | Instructions/Route/ Time to Give | # Pills Sent | # Pills Returned |
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(Section below to be completed by the principal's designee (certified district employee) giving medication)
Return to health office after trip.

| Student Name | Medication/Dose | Route | Time Given | Signature |
|--------------|-----------------|-------|------------|-----------|
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Medication/Health Information Checklist for Traveling Students

Travel Checklist for Teachers

(NON INTERSCHOLASTIC ACTIVITIES)

Day Trips

- Two weeks before trip submit a Day Field Trip Notification to Health Office/Medication Log (form HEA2101) to the health office along with a trip roster.
- Prior to the trip the school nurse/health office will inform you if any students need medication or have special health needs and will return form HEA2101 to the principal's designee (certified district employee) (health staff will list on the form any students needing medications on the field trip). The school nurse will provide any necessary training to the principal's designee (certified district employee).
- Prior to departure obtain first aid kit from Health Office. Return to health office upon return.
- After the trip, return form HEA2101 with completed Medication Log to the health office. Be sure you have completed the medication log if medications were scheduled.

Overnight Trips

- Send parent notice titled Student Overnight Travel Medication Information Letter to parents and Overnight Travel & Emergency Medication form (HEA2108) home to families.
- Two weeks before trip submit a completed form HEA2108 to the health office (one for each student going on trip), along with a trip roster.
- Prior to the trip the school nurse/health office will review the completed forms to identify any students who will have special health needs on the overnight trip. The health office will return each Overnight Travel Emergency & Medication Form along with an Overnight Medication Log (form HEA2107), if indicated, to the principal's designee (certified district employee). The school nurse will provide any necessary training to the principal's designee (certified district employee).
- Prior to departure obtain first aid kit from Health Office.
- The principal's designee (certified district employee) will receive medication directly from the parent/guardian prior to the trip. Both the principal's designee (certified district employee) and the parent/guardian will sign the amount of medication provided at the beginning of the trip and the amount of medication returned.
- After the trip, return the Overnight Travel Emergency Form (HEA2108), the completed Overnight Medication Log (HEA2107), and the first aid kit to the health office.

Revised: 06/23/15