



## PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS FIELD TRIP (Single or Extended Day) CHECKLIST

School: \_\_\_\_\_

Teacher(s) In-Charge: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Teachers planning field trips **MUST**:

- Notify school nurse of date, time, place, and length of trip **at least** thirty (30) days in advance.
- Provide the nurse with a list of students going on the field trip **at least** thirty (30) days in advance.
- Provide parents with information letter addressing medications given on field trips and medication forms (forms are available on the Health Services website or in the health room).
- Meet with school nurse **at least** two (2) days **prior** to trip to review medication administration instructions.
- Provide for safe storage of medication on field trip.
- On field trip departure day, collect medications from school nurse.
- Complete documentation immediately following the administration of medication(s) or upon return of trip.
- Return all medication and forms to professional school nurse at end of field trip.