



Policies and Procedures

Section Four – Curriculum and Instruction

405 – FIELD TRIPS **405.4 - Medical Response Plan**

Policy 405.4

A medical response plan, as outlined in this policy, must be in place for all field trips.

Introduction

Prior to embarking on a field trip, all field trip leaders must be familiar with the procedures outlined in this policy as well as the First Aid procedures in *Policy 707 – First Aid*. A *Medical Response Plan Form* (Form 405E) must be completed for each field trip.

Communication

Trip leaders must have quick access to communication while on a field trip. Cellular phones are recommended.

First Aid Kit

Trip leaders must ensure that first aid kits are available either by bringing one from school or confirming access to one at the field trip destination. If the destination is more than one hour away, a first aid kit should be brought by the trip leader.

First Aid Responder

The first aid responder for each trip must be identified on the field trip application. It can be the trip leader, a school chaperone or can be provided by the personnel at the field trip destination. If no access to 911 is available, or if emergency medical services are more than 30 minutes away, the first aid responder must be certified as Level 4, according to *Policy 707- First Aid*.

Student Medical Information

Any time a group of students are on a field trip, the trip leader must carry the appropriate medical information sheets for the entire group. Trip leaders must be aware of any special medical circumstances for their students and carry appropriate information about any specific protocols needed.

Dealing With Injuries

Field Trip leaders will follow the procedures outlined in *Policy 707-First Aid*. The school should be notified as soon as a medical response is initiated.

Transporting to Medical Aid

When possible, make arrangements so that parents transport their own child to medical aid. If an ambulance is used, arrange to have the parents meet the ambulance at the hospital. If parents or emergency contacts cannot be reached, do not abandon the student. Contact the school so that arrangements can be made for someone to stay with the student until parents can arrive and for someone to escort the field trip group back to school.

Note - For out of town trips, one supervisor should stay with the student until arrangements for a return trip are made. Any expenses incurred as a result will be the responsibility of the parent.

All First Aid Responses require the completion of a *Student Incident Form (Form 707)*.