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

School: ____________________________________________________________

Teacher(s) In-Charge: ________________________________________________

Destination: _________________________________________________________

<table>
<thead>
<tr>
<th>Departure Date: ________________</th>
<th>Departure Time: ________________</th>
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<tbody>
<tr>
<td>Return Date: ________________</td>
<td>Return Time: ________________</td>
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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.