

**Administrative Procedures for Field Trips**  
(Attachment for Policy No.121)

**Purpose:**

The safety of District students, staff, and parents/chaperones during field trips is paramount. The following are guidelines for planning, approving, and facilitating engagement in these activities which are managed by the Division of Academic Services.

**Definitions:**

Parent/Guardian shall mean any of the following: (1) a custodial biological, or adoptive parent; (2) a noncustodial biological or adoptive parent; (3) a guardian of the person of a child; or (4) a person with whom a child lives and who is acting in a parental role of a child.

Licensed Volunteer: An individual licensed to administer a student's medication in the absence of their parent/guardian. Their assigned duties must be within their professional scope of practice; their license must be active and in good standing; and they should have the necessary training to perform the treatment the student requires.[1]

Chaperone: Volunteers who have necessary clearances on file before participating in a school trip.[2]

Field trip: Any excursion by students away from the school premises, with authorization from the District, which can be an integral part of an approved course of study and/or conducted for the purpose of affording first-hand educational and/or enriching experiences not available in the classroom. Field trips can include school-sponsored trips, elective trips, and athletic trips.

School Sponsored Trip: Any excursion by students away from the school premises, with authorization from the District and under the supervision of a teacher or other authorized personnel.

Athletic Trip: Any excursion by qualifying student athletes taking place outside of Philadelphia city limits for the purpose of participating in athletic competitions and events, including but not limited to regional playoffs, state championships, and scrimmages.

Elective Trips: Any excursion by students away from the school premises, with authorization from the District and under the supervision of personnel authorized by the Deputy Superintendent of Academic Services or their designee(s).

## Procedures:

### School-Sponsored Trip

All school-sponsored trips are expected to adhere to the following conditions:

- Trip date not before Monday, October 1st, or after Friday, May 31st
- Trip site approved by the Office of Risk Management
- Transportation provider approved by the Office of Transportation
- Trip purpose aligned with curriculum and current classroom instruction
- Completed [EH-81 \(Trip Request form\)](#)
- Completed [EH-80s \(Parental Permission form\)](#)
- Schools may not pay or contract with trip-related vendors, or fundraise for trips without full trip approval
- Submission timelines must be followed; late or last-minute requests are not permissible

Trips involving a physical activity - (ex., bowling, swimming, roller-skating, rock climbing, hiking, etc) require an approved letter from the Office of Health, Safety, and Physical Education.

Out-of-City, Overnight, and International trips - Only locations inside of the Philadelphia city limits are considered in-city trips (191-- zip codes); all other locations are not in-city and must be processed appropriately with the Network and Division of Academic Services. The designated school-trip personnel must receive an email confirming approval from *both* the Network Office and Division of Academic Services.

Amusement park rides - will not be approved under any circumstance. Examples of amusement parks are: Dorney Park, Clementon Park, Hershey Park, Six Flags Great Adventure, Disneyland, Disney World, etc. Trips to Sky Zone, Stratosphere, Funplex, trampoline parks and water amusement parks are not approved. Amusement park visits will be approved only when students are invited to participate in a scheduled academic competition and/or performance. Proper documentation must be attached to the [EH-81](#).

### [EH-81 \(Trip Request form\)](#)

Must be completed in full within three weeks of the proposed trip date and include the following information:

- APPROVED trip location with complete address
  - The Approved Trip Location list is distributed monthly by the Office of Risk Management.
  - State universities and colleges, and federal, state, and city facilities, i.e., museums, City Hall, Independence Mall, are approved sites.

- If a trip venue or location is not on the approved list, the school must obtain location approval in advance of submitting the trip packet. Contact the Office of Risk Management via email and provide a *valid* ACORD Certificate of Insurance for the trip location. Office of Risk Management will submit written proof of approval or denial of the insurance certificate upon her review.
- APPROVED transportation provider clearly identified
  - Only approved bus vendors may transport students
- Date of trip, including time departing and time returning to the school
- List of accompanying teachers, their respective grade group(s), and number of students
- Cost of trip per student; if there is an associated trip cost, indicate how it is being paid (ex. student, fundraiser, etc.)
- Non-exclusion Statement: “No child will be excluded due to cost”
- Attached statement of educational purpose of the trip

**EH-81** must also have attached:

- List of students attending the trip and their ID numbers
- List of any additional adult chaperones
- Detailed itinerary and statement of educational purpose of trip

**EH-80 (Parental Permission form)**

Must be completed in full within two weeks of trip date and include the following information:

- Student information: name, ID#, and date of birth
- Brief statement of educational purpose of trip
- Parent/guardian information, including a good contact number
- Emergency contact(s); students’ emergency contact information must be in the possession of the lead teacher for the trip’s location
- Current health information
- Parent/guardian approval, signature and date

**Elective Trips**

GearUp, College & Career Readiness, and After School Activities Partnerships - will follow the same guidelines as schools for all trips.

JROTC and CTE - will generally follow the same guidelines as schools for all trips.

**Athletic Trips**

Athletic trips - for District-sponsored athletic events (track and field meets, games, matches, etc) an annual EH-80 and EH-81 form will be completed each school year by the school Principal and all participating student athletes and then reviewed and approved by the Office of Athletics.

All student athletes will be accompanied by their coach and may be accompanied by the school's Athletic Director and District chaperones, as needed. International athletics trips must also acquire the approval of the Office of Athletics *and* the Deputy Superintendent of Academic Services or their designee.

Trips that are not School-sponsored - may not occur during school hours. Participants may not use or enter the school building, and they may not use District forms.

Additional guidelines for each trip category are below. If you have questions regarding something not covered in this information, please contact your Learning Network office.

## **ADDITIONAL GUIDELINES FOR EACH TRIP CATEGORY**

### **1. In-City Trips**

*Final approval required from:*

- School Principal

*Paperwork preparation deadline:*

- At least two (2) weeks prior to the date of the trip

*Forms to be completed:*

- EH-81 (see above information) – in-city trip ratio is 1:10; one chaperone/teacher for every ten students
- EH-80 (see above information) – for each student attending the trip; to be kept on file at the school and available for review by the Network and Division of Academic Services.

*Additional Requirements/Information:*

- A copy of the EH-81 must be shared with your Learning Network for informational purposes.
- The Network Assistant Superintendent signature is not required, unless the venue is not listed on the list of District-approved trips. See above information regarding location/venue approval.
- For movie trips, the name of the movie and its MPAA film rating are required on the EH-81 and EH-80.
- Late night returns – Provide specific information detailing how students will get home after returning to school location.
- When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until those students have all been released to a parent or guardian.

## **2. Out-of-City Trips**

*Final approval required from:*

- Deputy Superintendent of Academic Services or designee – Schools must first submit all out-of-city trips to their Learning Network office for review. The Network Assistant Superintendent will apply their approval signature as appropriate and move the request on to the Division of Academic Services for final approval. Out-of-city trips must have the Network Assistant Superintendent's approval before review by the Division of Academic Services.

*Paperwork submission deadline:*

- At least six (6) weeks prior to the date of the trip

*Forms to be completed:*

- EH-81 (see above information) – out-of-city trip ratio is 1:10; one chaperone/teacher for every ten students
- EH-80 (see above information) – for each student attending the trip; to be kept on file at the school and available for review by the Network and Division of Academic Services.

*Additional Requirements/Information:*

- Any trip outside of the Philadelphia city limits is considered an out-of-city trip.
- Late night returns – Provide specific information detailing how students will get home after returning to school location.
- When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until those students have all been released to a parent or guardian.

## **3. Overnight Trips**

*Final approval required from:*

- Deputy Superintendent of Academic Services or designee – Schools must first submit all overnight trips to their Learning Network office for review. The Network Assistant Superintendent will apply their approval signature as appropriate and move the request on to the Division of Academic Services for final approval. Overnight trips must have the Network Assistant Superintendent's approval before review by the Division of Academic Services.

*Paperwork submission deadline:*

- At least eight (8) weeks prior to the date of the trip

Forms to be completed:

- EH-81 (see above information) – overnight trip ratio is 1:10; one chaperone/teacher for every ten students
- EH-80 (see above information) – for each student attending the trip; to be submitted with the trip packet

*Additional Requirements/Information:*

- Late night returns – Provide specific information detailing how students will get home after returning to school location.
- When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until those students have all been released to a parent or guardian.
- Chaperones – must be gender specific; chaperone-for-student assignments must be detailed in the trip packet
- Current safety clearances, less than one year old, for all chaperones who are not District personnel (Pennsylvania Child Abuse, Pennsylvania Criminal, FBI)
- Room assignments – must be gender specific; schools with transgender students should contact their Assistant Superintendent for additional guidance
- Chaperones must have sleeping quarters that are separate from students
- Health Forms (bottom half of EH-80) completed in full for each student
- Certificate of Insurance from hotel(s)
- Certificate of Insurance from restaurant(s) in hotel(s) if students will dine there (chain restaurants are excluded from providing insurance via the Office of Risk Management).
- Details of transportation to and from school, and to and from hotel(s), if necessary

#### **4. International Trips**

*Final approval required from:*

- Deputy Superintendent of Academic Services or designee – Schools must first submit all international trips to their Learning Network office for review. The Network Assistant Superintendent will apply their approval signature as appropriate and move the request on to the Division of Academic Services for final approval. International trips must have the Network Assistant Superintendent's approval before review by the Division of Academic Services.

*Paperwork submission deadline:*

- At least twelve (12) weeks prior to the date of the trip

Forms to be completed:

- EH-81 (see above information) – international trip ratio is 1:5; one chaperone/teacher for every five students
- EH-80 (see above information) – for each student attending the trip; to be submitted with the trip packet

*Additional Requirements/Information:*

- Students returning from an international trip must be picked up by their parent or guardian at the airport; details are to be included in the submitted trip packet
- School personnel must remain with the students until they have all been released to a parent or guardian
- Chaperones – must be gender specific; chaperone-for-student assignments must be detailed in the trip packet
- Current safety clearances, less than one year old, for all chaperones who are not District personnel (Pennsylvania Child Abuse, Pennsylvania Criminal, FBI)
- Room assignments – must be gender specific; schools with transgender students should contact their Assistant Superintendent for additional guidance
- Chaperones must have sleeping quarters that are separate from students
- Health Forms (bottom half of EH-80) must be completed in full for each student who is traveling abroad
- Certificate of Insurance from hotel(s)
- Certificate of Insurance from restaurant(s) in hotel(s) if students will dine there (chain restaurants are excluded from providing insurance via the Office of Risk Management)
- Details of transportation to and from school, airports, and to and from hotel(s), if necessary

## **5. Athletic Trips**

*Final approval required from:*

- Office of Athletics

*Paperwork preparation deadline:*

- At least two (2) weeks prior to the start of the applicable athletic season

*Forms to be completed:*

- EH-81 (see above information) – completed once each school year
- EH-80 (see above information) – completed once each school year

*Additional Requirements/Information:*

- Returns after school hours – Parent/guardian will provide specific information detailing how students will get home after returning from an athletic trip.
- When students return from a trip during evening/night hours or other non-school hours, school personnel must remain with the students until those students have all been released to a parent or guardian.

**Administration of Medication During Trips under Policy 121[ 3]:**

Students on trips under Policy 121 are entitled to the same health services, including medication administration, to which they are entitled while attending school. Additional information can be found in Policy 210. Prior to allowing a student to attend a field trip, the District will require the following documentation:

1. Notification of school trips should occur at least 4 weeks and no later than 2 weeks prior to the planned trip.
2. The prescribed medications should be clearly described and outlined in a plan of care for the entirety of the field trip. The description of the medication use should state the medication's:
  - a. Formulation
  - b. Dosage
  - c. Route of administration
  - d. Frequency or time for taking the medication (i.e., “every 12 hours”; “take at 1 pm”)
  - e. Medications should be provided to the District in an original container with the student's name clearly labeled.
3. The plan of care should clearly state who will be responsible for the administration of the student's medication while on the school trip. The possibilities for medication administration on a school trip, are as follows:
  - a. Parent/Guardian: The school may ask a parent/guardian to accompany their student on a school trip to provide the necessary care, but it cannot require the parent to do so. When a parent is unable to accompany their child, the parent/guardian may designate, in writing, a responsible adult to accompany the child with the following restrictions:
    - i. The parent/guardian must provide the supplies and training if the parent/guardian delegates treatments or medication administration to a responsible adult. The school nurse may not participate in any way in the



- selection of a parent/guardian designee for the trip, nor in the training of the designee or in the provision of the supplies and medications.
  - ii. The parent may not choose a school staff member, school-designated trip chaperone or secondary student as a designee.
  - iii. The parent may not prescribe or alter treatments or medication administration orders for the school nurse or other licensed professional unless the parent is a Pennsylvania licensed provider.
  - b. Agency nurse: if notified with an appropriate amount of time, the District can provide an agency nurse, when available, to accompany the student on the trip and to administer the medication.
  - c. Licensed volunteer: The District may choose a licensed volunteer to administer the student's medication. The licensed volunteer's assigned duties must be within their professional scope of practice. The volunteer's license must be active and in good standing. The licensed volunteer should be provided with the student's plan of care and order for the medication. Additionally, the licensed volunteer should have the necessary training to perform the treatment the student requires, utilizing the equipment/medication that the student routinely uses to receive the treatment.
  - d. Student: A student may self-carry and self-administer medications. Students that are allowed to self-carry should already have a self medication assessment plan on file with signed statements by parent and health care provider, allowing for the self-carry/self administration. Prior to the trip the school nurse should perform an assessment of the student's ability to self-administer the medication.
4. Out-of-state school trips: The school must ensure that the nurse and/or licensed volunteer is permitted to practice in the state under their Pennsylvania license.
5. Out-of-country school trips: The school must contact that country's consulate to ensure the nurse and/or licensed volunteer is permitted to practice in the country under their Pennsylvania license.
6. Other considerations:
- a. The school should verify that each chaperone has had their required clearances reviewed and approved.
  - b. Parents/guardians or their designee will be responsible only for the child needing medications and will not need clearances.
  - c. Chaperone expected to have more than 10 hours a week in direct contact with students will require a TB test.

**Guidelines for Principals and School Nurses on Field Trips:**

1. At least two weeks prior to the field trip, approved [EH-81](#) should be sent to

administration and a copy of the EH-81 should also be provided to the school nurse. The class list of students attending the field trip must also be provided to the school nurse at least 2-4 weeks prior to the trip taking place.

2. School nurse will sign the EH-81 acknowledging the notification regarding the field trip.
3. Nurses will evaluate the list of students and determine the need for any medical interventions during the field trip and collaborate with building staff, parents and one of the coordinators of student health service.

### ***School Nurse Responsibilities***

- I. Review EH-81 to determine specific classroom/grade going on field trip.
- II. A list of students with health care needs during the trip should be compiled.
- III. Parents of students requiring health services during the field trip should be notified to identify if the parent/parent designee or guardian will attend the trip.
- IV. One of the Nursing Coordinators of Student Health should be notified of any students needing nursing services during the trip. With the following information:
  - A. Date of field trip
  - B. Time leaving and returning to School
  - C. Students disability
  - D. Health care required
  - E. School Nurse will provide a list of students needing health services during the trip to the appropriate teachers/staff and principal.
- V. If an agency nurse cannot be obtained to attend the field trip, then the parent/guardian or licensed volunteer should be identified by the school to accompany the child.

### **References:**

[1] 24 P.S. 13-1326

[2] Board Policy 916

[3] Pennsylvania State Department of Health – Division of School Health [www.health.pa.gov](http://www.health.pa.gov)  
“School Nurse Practice Issues”