

EMERGENCY MEDICATION ADMINISTRATION

FIELD TRIP PREPARATION CHECKLIST

This document is a checklist for practice and medication management considerations for emergency medication administration for field trips. This document is not intended to provide clinical standards or guidelines. The school nurse is responsible for complying with applicable federal, state, and local laws, regulations, ordinances, executive orders, policies, and any other applicable sources of authority, including any applicable standards of practice.

Mitigation and Prevention of Medical Emergencies:

- Prior to field trip, connect with parents/guardians of students with chronic health conditions such as anaphylactic allergies, asthma, diabetes, and epilepsy to discuss duration and location of field trip to determine the student's needs.
- Discuss with parents/guardians regarding under what circumstances/conditions they will be contacted.
- For students who are wheelchair bound, ensure handicap accessibility (elevators, wheelchair ramps, bathrooms, theatre seating).
- Review student's health plans and revise as needed for field trip circumstances.
- Discuss with the school administrator and field trip supervisor the staffing that is necessary to meet student health needs and abide by state Nurse Practice laws.
- For students with diabetes:
 - Ensure that the student has the right amount and types of food (lunch and snack) plus extra food and plenty of water.
 - Ensure that the student has fast-acting (high-sugar) liquids (e.g., orange juice, cola), glucose tablets, and glucagon in case of low blood glucose.
 - Ensure that the student has a blood-glucose meter, testing strips, lancets, antiseptic wipes (staff should bring gloves if the student will not test independently), and logbook.
 - Ensure that the student has enough insulin, the right types, and syringes.
 - If the student wears an insulin pump, be sure he has the pump and related supplies.
- For students with epilepsy:
 - Prior to field trip, determine if field trip might expose the student to seizure triggers (e.g. bright strobe lights).
- For students with anaphylactic food allergy or other allergen:
 - If a trip includes an overnight stay at a hotel, request rooms with kitchens, refrigerators, and microwaves so food-allergic students can cook their own meals.
 - Call all destination locations, including travel stops, restaurants, and hotels, ahead of time to ensure accommodations are available for student(s) with food allergies.
 - If a field trip will be outdoors or in locations with potential exposure to insect/animal allergen, plan ahead to reduce potential exposure.
 - Be sure to store lunches of students with food allergies separately to minimize cross contamination.
- After the field trip, initiate debriefing discussion among staff participating on the trip to evaluate what worked well and suggestions for improvement on subsequent trips.
 - Particular attention should be given to how any health emergencies that occurred were handled.

Nursing Practice Considerations:

- Explore the nurse practice laws of the state(s) the students will visit or travel through.
- Determine if the state where the field trip occurs allows for delegation of nursing health services to unlicensed assistive personnel (UAP).
- Determine whether the state where the field trip occurs allows for medication administration to the student by anyone other than a licensed healthcare professional.
- If the state is not part of the Nurse Compact, determine what the state where the field trip will occur requires in order for the licensed registered nurse to provide nursing care in that state.
- Identify if there are state-specific restrictions related to the storage, possession, or administration of particular medications or substances.
- For an “out of country” field trip investigate applicable laws as nursing licensures are not recognized out of the United States.
- Evaluate the need for extended liability of the school nurse for the performance of nursing acts while outside normal working or contract hours.

Emergency Preparedness:

- For all students, especially students with chronic diseases, obtain consents and insurance information from parents/guardians to obtain emergency medical services for their child while on a field trip.
 - keep this information in a confidential file.
- Educate all field trip staff about asthma, anaphylaxis, diabetes and epilepsy including:
 - signs and symptoms;
 - emergency management;
 - who is responsible for administering the emergency medication.
- Train all field trip staff (who need to know) how to administer emergency medication.
- Ensure that field trip staff are competent to administer emergency medication(s).
 - Ensure documentation of training and competency.
- Review emergency protocols with appropriate field trip staff.
- Ensure backup batteries for cell phones and other emergency communication devices are available and in working order.
- Evaluate the availability and response time of Emergency Medical Services (EMS) on the field trip route and final destination.
- Plan emergency procedures for areas in which cell phone reception may not be available.
- Understand how to directly communicate with the student’s parent(s)/guardian(s) in the event of an emergency and ensure all designated adults have emergency contact numbers.
- Identify where hospitals are located on the field trip route and final destination.

Medication Storage:

- Determine where emergency medication will be stored keeping in mind temperature stability, accessibility and safety.
 - Special consideration should be paid to the storage of controlled substances.
- Emergency medication or equipment should NOT be left in a backpack on the bus or with a school staff/volunteer who is not with the student.
- Determine where the student’s Emergency Care Plan / Emergency Action Plan will be stored, ensuring accessibility during an emergency.
- Develop a plan on what to do if emergency medication is lost or misplaced including:
 - contacting parents/guardians
 - obtaining additional medication.

- Identify which students will be able to self-carry/medicate.
 - Ensure that proper education, competency, and documentation has been completed.
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 - Ensure that proper education, competency, and documentation has been completed.
- For “out of the country” field trips, obtain copies of all prescriptions for prescription medications.

Medication Administration:

- Ensure a system to document medication administration.
- Develop a plan on how to obtain additional emergency medication if needed.
- Plan for the disposal of medication post administration (i.e. EpiPen cartridge, Diastat cartridge).

References:

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