



SCHOOL DISTRICT OF LOMIRA  
**FIELD TRIP CHECKLIST**



- ✓ Fill out Request for Field Trip Form and route to appropriate administrator for approval **no less than one week** from date of trip for in state trips and **no less than four weeks** from date of trip for out of state or overnight trips (administration may grant exceptions when circumstances make it impossible to plan in advance).
- ✓ Contact School Nurse (At least 1 week prior for local field trip/4 weeks for out of state-overnight field trip)
- ✓ Provide a roster of participating students
- ✓ Complete appropriate medication training (if necessary)
- ✓ If field trip is out of state or overnight, please contact school nurse for additional forms for students/families to complete (At least 4 weeks prior to field trip)
- ✓ Overnight and Out of State field trips do require...
  - Notary public verification for emergency treatment (page one of the medical authorization-information form). Notarized form is valid for one calendar school year.
  - If medication is being taken on trip then page two (Authorization for Administration of Medication) needs to be completed. Medication form is valid for three months.
  - Prescription medication requires a physician and parent signature
  - Emergency medication such as Epi pen, Diastat, or Glucagon will require the parent to provide administration training to district staff going on out of state field trip. See school nurse for additional paperwork.
  - Over the counter medication requires only a parent signature
  - Completed overnight/out of state form need to be reviewed by school nurse at least 1 week prior to field trip.
  - On returning from trip all forms must be given to school nurse to be filed in students health file.
- ✓ Request form will be routed by principal/nurse to the transportation supervisor (preferably at least one week from trip date)