

Halton District School Board

Operational Policies/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	Off-Site Activities
EFFECTIVE:	November 2005
CROSS-REFERENCE:	Education Act, Volunteer Handbook, P.H.E. Safety Guidelines, Accident Procedures
REVISION DATE:	November 2006
RESPONSIBILITY:	Area Superintendents

POLICY STATEMENT:

The Halton District School Board supports off-site activities that offer meaningful educational experiences for students. A meaningful educational experience is one that is well planned and conducted in a manner that maximizes the learning and safety of students.

Meaningful educational experiences have a direct connection to the student's program of study. This necessitates that the students are fully prepared for the trip to ensure that they gain the maximum advantage from it. Students should be expected to demonstrate how they have benefited from this educational experience through assessment activities during and/or after the event.

All off-site activities occurring during school hours should be available to all students in a designated class, grade or course. For any off-site activity deemed to be essential to the course, participation cannot be denied on the basis of the student's inability to pay.

All off-site activities should not be scheduled on Professional Activity or other identified staff learning days. These days are dedicated to learning for every staff member and must be used for this purpose.

In providing such opportunities for students, school staff will address the following factors:

Awareness and Choice

- *the degree to which parents, guardians and adult students have been made aware of the timing, cost, purpose, destination and other factors relevant to an off-site activity to enable them to make informed choices about the participation of their child or themselves.*

Financial Impact

- *the extent to which parents, guardians or adult students are asked to fund off-site activities during a particular semester, term or school year.*

Curricular Relevance

- *the connection between the learning expectations of the classroom program and the purpose of the off-site activity, as well as the pre- and post-event activities that prepare the students for the experience and reinforce the learning that has occurred during the experience.*

Degree of Risk

- *the anticipated risks to which students, staff and volunteers who participate in the off-site activity will be exposed, including the nature of specific activities, country/environment in which they will be conducted, method of travel and level of supervision.*
- *any specific cautions about the intended destination as identified on the Government of Canada's Travel Advisory website (<http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>).*
- *the appropriateness of the risk given the age, developmental level, physical capabilities and prior preparation of the students*

- *Notes:*
 1. *The Halton District School Board reserves the right to exclude students whose pattern of behaviour is such that their participation may pose unreasonable risk to the safety and enjoyment of the activity for themselves and/or the other participants.*
 2. *The Halton District School Board reserves the right to cancel off-site activities where, in the opinion of the Board, the level of actual or potential risk has increased due to events or circumstances in the intended destination or on a global level. In such instances the Halton District School Board absolves itself of responsibility for any financial loss incurred by participants.*

Equity

- *the degree to which a proposed activity inherently discriminates against student access due to cost or physical barriers.*

Impact on Program

- *the degree to which the time out of class or away from the school may affect student participation in other classroom programs.*

Other considerations deemed appropriate in proposing an off-site activity are:

Uniqueness of Opportunity

- *the opportunity to participate in “once in a lifetime” experiences as the result of a special event.*

Cultural Relevance

- *the opportunity to participate in a meaningful cultural opportunity that might not have direct curriculum relevance but that may be tied to the broader educational goals of the Halton District School Board and of the school.*

Staff organizers require the approval of the principal before undertaking any off-site activity. Principals have the authority to approve appropriate activities not requiring overnight accommodation. Activities involving overnight accommodation require the approval of the Superintendent of Education for the area in which the school is situated.

Principals have the authority to determine which students will be allowed to participate in off-site activities on the basis of risk assessment and ability to accommodate.

PROCEDURE:

Definitions

Off-Site Activities are those in which the student(s) and supervisor(s) conduct school-related activities at a venue other than their school campus.

Walking Tours are activities, often involving primary-aged students, in which the students leave the school grounds for a short period of time and for which no transportation is required.

Field trips are defined as off-site activities in which students leave and return on the same day, even if the activity incorporates time outside of the regular school day.

Excursions are defined as off-site activities that include overnight travel and/or accommodation. These may or may not include studies that may lead to a full or partial secondary school credit.

The following activities may be classified as either ‘Field Trip’ or ‘Excursion’ depending on their duration:

- **Performances:** activities that provide students with a unique opportunity to showcase their talents.
- **Competitions:** activities that provide students with an opportunity to compete against students from other schools.

Short-Term Exchanges are defined as opportunities for Halton students to visit with students in another part of Ontario, Canada or the world, and in return to host those students. Such exchanges generally last for a few days to a few weeks, involve a group of students travelling together with chaperones, and have a cultural focus.

Long-term exchanges, as defined in the Education Act, Section 49(7)a, are arranged by the individual student and his/her family and therefore do not fall under the scope of this policy.

Short-term exchanges, in which a group of students visits a host community for a fixed period and in turn host students from that community, are considered to be excursions.

Planning

The success of an off-site activity reflects thorough planning to ensure that it is relevant to the students' developmental level, meaningful to their educational program, and is safe.

Staff members interested in conducting an off-site activity will consult with their principal or supervisor before proceeding. In seeking the proper approval, staff will use the planning checklists provided (see form 2a – Planning Checklist). Before announcing that an activity will occur, staff will ensure that they have the approval of the Principal/Supervisor and, where necessary, their school area Superintendent of Education.

Sufficient advance notice is required to provide the supervisor(s) with time to thoroughly review the application. Although there may be occasional circumstances where an opportunity arises at the last moment and a request for approval requires a shorter timeline than normal, this does not mean that the planning process can be by-passed. It is expected that the activity coordinator will have followed all required steps before proceeding with the off-site activity.

Copies of all required planning forms and templates for use by schools are found in the sections that follow. Forms which are to be used unchanged are marked as such. **It is important that schools use the on-line version of this document and forms as they will include any revisions and updates.**

Activities that are:

- primarily recreational or cultural in nature;
- not directly related to a particular course of studies, class or grade level;
- open to students on the basis of interest

should occur during vacation periods (Christmas Break, March Break, summer). Semester turnaround is included as part of the 194 instructional days on the school calendar and is not a vacation period for students or staff.

1. Communication With Parents/Guardians and Adult Students

By the end of October the principal will share with the School Council an outline of off-site activities to be conducted during the school year, and will update the School Council as necessary. Permission forms will be sent home in advance of the activity to provide families with sufficient time to make any special arrangements necessary and to make financial plans for the trip. Schools are expected to be sensitive to the potential costs to a family due to the cost of a single activity, the frequency of participation by a student in a range of activities, or the impact on families with several children in the school.

It may be advisable to consult with the school community prior to conducting an off-site activity. This may occur through personal contact with the School Council and/or parents affected, or through a survey. The decision as to who will undertake such consultation will be made by the principal. It must be made clear that such consultation does not suggest that the activity will, in fact, occur.

Parents should be advised to ensure that the Family Protection Endorsement (O.E.F. #44, formerly S.E.F. #44) is added to their automobile policy. This is to provide coverage for the remote possibility when their sons or daughters are being transported in another vehicle other than their parents', which is involved in a serious accident caused by an underinsured motorist.

2. Communication With Staff

Staff, particularly at the secondary level, should be consulted about the potential impact of any excursion on students within their course of study. While the intent of this is not to give staff veto over any excursion, it is recognized that the compression of the secondary program has led to significant pressures to complete course requirements within the given number of instructional days. Any trip that results in students missing a block of time should be reviewed with staff.

3. Risk and Safety Factors

In exercising due diligence, staff who propose to undertake an off-site activity must conduct a risk assessment. This requires knowledge of the participants, the types of activities to be undertaken during the off-site activity and conditions relevant to the destination. It is also necessary to develop strategies to prepare for and to address identified risks. While it is not possible to anticipate every single risk that may be encountered during an off-site activity, efforts must be undertaken to identify foreseeable risks.

Any activity that is part of a healthy, active living program must be planned in accordance with the Safety Guidelines appropriate to the panel (elementary or secondary). These plans have been carefully developed to address matters such as:

- preparation and training of the students;
- staff qualifications;
- supervision;
- insurance requirements; and
- developmental appropriateness of specific activities.

Before submitting a request to the school area superintendent/assistant superintendent for an excursion to another country, the principal will review the Government of Canada's website [<http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>] for updated travel information.

4. Booking Requirements

- i) Excursions should normally be booked through a Travel Agency that is registered with the Travel Industry Council of Ontario (T.I.C.O). Requests for exceptions to this must be discussed with your area superintendent in advance of the application.
- ii) For international excursions, schools are encouraged to obtain references from past clients of the Travel Agency prior to booking.
- iii) All participants in excursions, including students and staff, are required to purchase trip cancellation insurance and, where the excursion is to a foreign destination, out-of-country medical insurance must be purchased. These amounts are to be included as part of the total cost. Schools are required to submit a copy of the trip cancellation insurance policy to the Superintendent of Education as part of the application for trip approval. For overnight or short-stay Canadian destinations, all participants must be notified what penalty if any will apply should the excursion need to be cancelled due to unforeseen circumstances.
- iv) Schools are required to provide a copy of the Travel Agency's trip payment schedule and refund schedule, including all non-refundable items to the area Superintendent of Education as part of the application for trip approval. For trips in which school staff have not gone through a registered member of T.I.C.O. and have booked travel and accommodation directly for overnight or short-stay accommodation, it will be acceptable to confirm with the travel provider and host location including hotel, what, if any, penalty will be incurred should the trip need to be cancelled due to unforeseen circumstances, such as, weather warnings, labour disruption, unstable political situation.
- v) Schools are encouraged to book with Travel Agencies that have trip cancellation coverage that includes School Board determined cancellations.
- vi) Bus travel arrangements (for trips originating in the Province of Ontario) must be made with motor coach operators that are licensed with the Ontario Highway Transport Board and that operate vehicles which are registered in the Province of Ontario. Such operators, upon request, must be able to provide proof of these requirements.

5. Financial

Staff organizers are required to develop a budget for each trip that clearly outlines the costs, including the total cost of the trip, and the sources of revenue to support it. The budget is to be kept on file at the school office, and is to be shared with any parent of a child within the school upon request. It is expected that accounting for all monies collected will be in accordance with Board Policies and Procedures.

6. Supervision

All off-site activities must be under the direct supervision of at least one Halton District School Board staff member. Since activities vary in degree of risk, there is no single formula for determining the number of supervisors (including volunteer chaperones) required. The ratio of students to supervisors will decrease as the degree of risk increases and/or according to the needs of student participants. For field trips and excursions with

relatively low levels of risk, one supervisor for every 10 to 20 students may be appropriate. All excursions with a mixed-gender student population require both male and female supervision.

The Halton District School Board welcomes and appreciates volunteers, especially those with special training and qualifications relevant to the activity. It is the school's responsibility to develop a communication and selection mechanism with volunteers and to ensure that the processes outlined in the Volunteer Handbook have been followed (e.g. Criminal Background Check).

Volunteer chaperones who participate in an off-site activity are present to assist with management and supervision. It is expected that they will be aware of their duties and responsibilities and that students will understand that all chaperones are to be shown proper respect and cooperation during the activity.

Supervisors, whether staff or volunteers, are "on duty" during the duration of the off-site activity. Supervisors must be able to respond effectively to the needs of the students at any time, and must avoid activities that impair their ability to do so (e.g. consumption of alcohol).

While volunteer drivers can help move small numbers of students to local activities in order to keep the cost of the activity down, extraordinary diligence must be exercised. Schools are expected to:

- comply with procedures outlined in the Volunteer Handbook pertaining to volunteer drivers;
- have volunteer drivers complete the declaration as per Volunteer Handbook, Appendix G – Volunteer Driver Form;
- develop a manifest of the names of students riding with each volunteer driver as per Form 3g(ii);
- adhere to automobile manufacturer's warnings re: possible harm arising from air bag deployment;
- ensure that all students are properly secured by seat belt; or
- if student is under 8 years of age or weighs less than 80 lbs. or is less than 4 feet 9 inches tall, then ensure that the student will be secured in either a child seat or booster seat.

7. Curricular Relevance

Staff organizers are expected to identify the educational relevance of proposed off-site activities. This may be addressed by referring to specific curriculum policy documents and by identifying the essential learning that will be addressed through the off-site activity. Experiences must have educational value in proportion to the time spent traveling.

Successful Practices

The Halton District School Board is a learning organization. In order to ensure that our policies and procedures are current with the times and context in which we find ourselves, they must be regularly reviewed and updated. Schools that have developed procedures that have proven to be especially successful are encouraged to forward them to School Operations, J. W. Singleton Centre so that they may be considered for revisions to these policies and procedures.

(School Letterhead)

Planning Checklist

Planned Date(s): _____ Trip Location: _____

Trip Co-ordinator: _____

Time(s): Leave school: _____ Return to school: _____

Bus Booked: Company Name: _____

Telephone Number: _____

Check off the following:

- Authorization has been received following discussion with the principal/vice principal.
- If the trip is related to studies on Physical Education, Physical Education Safety Guidelines have been reviewed and will be adhered to.
- Costs have been calculated and funding sources determined. If the excursion is to a foreign destination, out-of-country medical insurance and trip cancellation insurance have been added to the total cost of the trip.
- For excursions only, an information Open House has been scheduled prior to first deposits being required.
- All participants in excursions, including students and staff, have been informed of the requirement to purchase trip cancellation insurance. For overnight and short-stay Canadian destinations, all participants have been notified what penalty if any will apply should the excursion need to be cancelled due to unforeseen circumstances.
- Transportation arrangements including Special Needs transportation, have been confirmed.
- An assessment of the level of accessibility of the facility(ies) has been undertaken in consideration of students with special needs.
- All required forms have been received from the parents/guardians of each child going on the off-site activity, e.g. Application to Undertake an Excursion, Field Trip Notification and Permission Form, and for off-site activity, the Medical Information Form and Parental Consent for Medical Treatment/Emergency Treatment Record.
- All monies collected from students have been given to secretary/business manager.
- Plans have been made for alternate program/placement and supervision of students not participating in the activity.
- Parent volunteers have been contacted.
- All students and supervisors have been informed of the required code of behaviour and appropriate safety rules. Supervisors are aware of their duties both on the bus and throughout the duration of the trip.
- A trip kit containing a list of emergency telephone numbers, medical information for each participant and accident procedures, is prepared for the use of the head supervisor during the trip.
- Medication has been collected and assigned to the care of appropriate supervisors.
- The trip coordinator and supervisors are aware of any students with particular health concerns (nut or bee sting allergies, for instance) and are prepared to render or seek assistance for the student if necessary.
- A passenger list for each bus/car is prepared including supervisors, student names, license numbers and a copy is left at the office prior to departure.
- Prior to departure, an attendance list is submitted to the school secretary.
- Upon return, report any accidents or behaviour matters to the principal or vice principal, check for any messages or notices before dismissing pupils.



Halton District School Board

Application To Undertake an Excursion

NAME OF SCHOOL: _____

DATE OF APPLICATION: _____ DATE OF PROPOSED TRIP: _____

Part I: To be completed by the trip applicant/coordinator

NAME OF APPLICANT/COORDINATOR (must be a Halton DSB employee): _____

INTENDED PARTICIPANTS:

Grade(s): _____ Gender(s): No.Females: _____ No. Males: _____

Program/Club/Group Affiliation: _____

PROPOSED DESTINATION:

WHY WAS THIS DESTINATION SELECTED?

PURPOSE OF TRIP(identify curriculum guideline, key curriculum expectations):

WHAT ACTIVITIES WILL OCCUR TO PREPARE THE STUDENTS FOR THE TRIP?

HOW WILL THE TRIP/STUDENT PARTICIPANTS BE ASSESSED TO ENSURE THE KEY LEARNINGS HAVE OCCURRED?

NAME OF TRAVEL AGENT/TOUR SERVICE:

Please attach a copy of the Company's policy on cancellations and the refund schedule. For overnight and short-stay Canadian destinations, a brief description of what penalty if any will apply should the excursion need to be cancelled due to unforeseen circumstances.

NAME OF AGENT/CONTACT: _____

PHONE NUMBER: _____

COST OF TRIP PER INDIVIDUAL: (including trip cancellation insurance and out-of-country medical insurance)

AMOUNT INDIVIDUAL WILL BE EXPECTED TO PAY: _____

OTHER SOURCES OF FUNDING (E.G. SCHOOL FUNDS): _____

DATES AND AMOUNTS OF DEPOSITS/TRIP PAYMENTS

DATE: _____ **AMOUNT:** _____

ANTICIPATED NUMBER OF CHAPERONES:

MALE STAFF: _____ **FEMALE STAFF:** _____ **MALE OTHER:** _____ **FEMALE OTHER:** _____

PRIMARY METHOD(S) OF TRANSPORTATION: _____

CAR: _____ **AIRCRAFT:** _____ **BUS:** _____ **WATERCRAFT:** _____

Signature of Applicant/Coordinator

Date

Part II: To be completed by the Principal.. Please check-off before submitting to your area Superintendent for approval.

This trip suits a purpose/need that cannot be addressed through a local activity

I have reviewed the most recent information provided on the Department of Foreign Affairs and International Trade website pertaining to travel advisories for this country/region.

The travel agency engaged for this activity is a member of the Travel Industry Council of Ontario.

The bus/coach operator is licensed with the Ontario Highway Transport Board and uses vehicles registered in Ontario.

A copy of the proposed trip itinerary has been reviewed with the applicant and is deemed appropriate.

The tour company's policy on trip cancellation and refund schedule have been reviewed. Where applicant has not gone through a registered member of T.I.C.O. and has booked accommodation directly for overnight or short-stay Canadian destinations, confirmation has been received from the travel provider and host location including hotel what if any penalty will be incurred by the school should the trip need to be cancelled due to unforeseen circumstances.

Participants will be informed that trip cancellation insurance is available and required. For overnight and short-stay Canadian destinations, all participants have been notified what penalty if any will apply should the excursion need to be cancelled due to unforeseen circumstances.

Participants will be informed that medical insurance is available and required for out-of-country destinations.

Trip leaders/chaperones have the necessary qualifications for high-risk activities as outlined in the Halton DSB Physical and Health Education Guidelines (e.g. canoeing).

Fire Inspection Reports are available if applicable.

Safety and supervision details have been reviewed with student and adult participants

This proposed trip has been reviewed with the School Council as part of the annual trip plan review process.

Any special needs and/or medical conditions of students have been taken into consideration

This trip has my support and approval.

Signature of Principal

Date

Part III: To be completed by area Superintendent

TO: _____
Principal _____ *School*

The trip to _____ on _____ (dates) has been approved.
destination

Signature of area Superintendent _____ *Date*

OR

The trip to _____ on _____

(dates) has NOT been approved for the following reasons:

Area Superintendent to check off before returning to Principal

- The purpose/need identified can be addressed through a local activity.
- Excessive risk involved in this trip (based on destination, activity).
- Insufficient information in the application.
- Extraordinary costs/equity of access.
- Insufficient supervision.

OTHER:

Signature of Area Superintendent _____ *Date*

Date

Dear Parents/Guardians/Students:

You have indicated an interest in sending your son or daughter on a trip to _____
The Halton District School Board supports off-site activities (e.g. field trips and excursions), which offer meaningful educational experiences for students. Such experiences are well-planned, conducted in a manner that maximizes the learning and safety of students, and are related to student growth, development and programs.

The safety of our students, staff and volunteers is always a primary concern when undertaking such activities. Please be advised that we have taken a number of precautions to ensure that this trip is appropriate and viable at this time. These include:

- For all participants, trip cancellation insurance.
- For all participants, medical insurance for out-of-country excursions.
- For international travel, a review and monitoring of the Government of Canada's Travel Advisory website.
- Analysis of anticipated risks and appropriate preparation of the students.

Circumstances can change significantly within a short period of time. In the event that the Halton District School Board deems the risk of travel too great for participants it will be necessary to cancel all trips. It is important for you to understand the extent of the cancellation insurance policy and the refund schedule. The Halton District School Board will not supplement any refunded amounts. Should this trip be cancelled, the non-refundable amount is:

\$ _____

Your signature below indicates that you are aware of and understand the cancellation insurance policy and the limitations on refunds.

Sincerely,

Principal

I agree to have my son or daughter, _____(name),

participate in the trip to _____(destination)

and understand that the Halton District School Board may need to cancel the trip due to unforeseen circumstances. I am aware of and understand the trip cancellation policy for this excursion and the limitations on refunds.

Signature of parent, guardian or adult student

Field Trip Notification & Permission Form

Please keep this portion handy for reference

To parents of Class: _____

A field trip has been planned to: _____

This ties into the program of studies in: _____

The purpose of the trip is to: _____

Date: _____ Cost per student: _____

Departure Time: _____ Return Time: _____

Method of Transportation: _____

Teachers involved: _____

Volunteers are not required: **OR** Volunteers are required for Driving Supervision

Reminder: All volunteers need to have a Police Record Check completed.

Other information

Trip Coordinator

Principal

NOTE: Please understand that a trip of this nature may involve extra hazards beyond those of normal school routines. Your reinforcement of the counselling given at the school about the need for extra care and cooperation will be sincerely appreciated. Parents are advised to ensure that their automobile policy includes the Family Protection Endorsement (O.E.F. #44) when students are driving in a vehicle other than their parents'.

Please detach and return this portion to the school along with payment before: _____

I give permission for my son/daughter named below to participate in the following field trip:

To: _____ Date of trip: _____

Student's Name: _____ Class/Group: _____

Medical Information: Please indicate any medical information of which the teacher should be aware.

_____ O.H.I.P. # _____

Parent's Daytime Phone #: Name _____ Telephone Number _____

Yes No The medical information about my child has changed since September.

Yes No If "yes", I require a new Medical Information form to give the information to the office.

I would like to volunteer as a: Supervisor Parent Driver

For volunteer drivers: I warrant that my vehicle is properly insured (\$1,000,000 liability) and maintained, and that I am licensed to drive in the Province of Ontario. I warrant that each child will be properly secured by seat belt if at least 8 years of age or weighing 80 lbs or is 4 feet 9 inches tall. Otherwise, I warrant to provide a child seat or booster seat for each child as required.

Parent Signature

Telephone number

Field Trip Notification & Permission Form

Please keep this portion handy for reference

To parents of Class/Group: _____

A field trip has been planned to: _____

This ties into the program of studies in: _____

The purpose of the trip is to: _____

Date: _____ Cost per student: _____

Departure Time: _____ Return Time: _____

Method of Transportation: _____

Teachers involved: _____

Volunteers are not required: **OR** Volunteers are required for Driving Supervision

Reminder: All volunteers need to have a Police Record Check completed.

Other information: _____

Trip Coordinator

Principal

NOTE: Please understand that a trip of this nature may involve extra hazards beyond those of normal school routines. Your reinforcement of the counselling given at the school about the need for extra care and cooperation will be sincerely appreciated. Parents are advised to ensure that their automobile policy includes the Family Protection Endorsement (O.E.F. #44) when students are driving in a vehicle other than their parents'.

Please detach and return this portion to the school along with payment before: _____

(date)

My signature below indicates that I give permission for my son/daughter to participate in this field trip.

Destination: _____ Date of trip: _____

Student's Name: _____ Class/Group: _____

Medical Information: Please indicate any medical information of which the teacher should be aware.

O.H.I.P. # _____

Parent's Daytime Phone #: Name _____ Telephone Number _____

Yes No The medical information about my child has changed since September.

Yes No If "yes", I require a new Medical Information form to give the information to the office.

Parent Signature

Telephone Number

I would like to volunteer as a: Supervisor Parent Driver Student Driver

For volunteer drivers: I warrant that my vehicle is properly insured (\$1,000,000 liability) and maintained, and that I am licensed to drive in the Province of Ontario.

Signature of Volunteer Driver

Parent of Student Volunteer Driver



Halton District School Board

MEDICAL INFORMATION FORM

(This form is to be completed on behalf of any student who wishes to participate in an excursion.)

School: _____

Name of Student: _____ Home Phone: _____

Date of Birth: _____ Health Card No.: _____

Address: _____

_____ Postal Code: _____

Parent/Guardian: _____ Work Phone: _____

(Mother)

_____ Work Phone: _____

(Father)

Emergency Contact
(if parents not available): _____ Phone: _____

Name of Physician: _____ Phone: _____

MEDICAL INFORMATION

NOTE TO PARENTS: An annual medical examination is strongly advised, especially if there has been a recent injury/illness.

1. Date of last complete medical examination: _____

2. Date of last tetanus immunization: _____

3. Is your son/daughter allergic to any drugs, food or medications? Yes ___ No ___

If yes, please list: _____

Does your son/daughter carry an Epi-Pen? Yes ___ No ___

4. Is your son/daughter currently taking any medication or drugs for which a prescription is required?

Yes ___ No ___ If yes, provide details: _____

Would the medications be required during athletic competition, either practices or games?

5. Does your son/daughter wear:

Glasses Yes ___ No ___ Contact Lenses Yes ___ No ___

A Hearing Aid Yes ___ No ___ A medical alert bracelet or necklace Yes ___ No ___

For: _____

Please describe: Carry a medical alert card Yes ___ No ___

_____ For: _____

6. Does your son/daughter have or have they ever had any of the following:

Arthritis/Rheumatism Yes_ No_ Diabetes Yes__ No__

Asthma Yes_ No_ Chronic Nose bleeds Yes__ No__

Dizziness Yes_ No_ Fainting Yes__ No__

Epilepsy Yes_ No_ Heart Trouble Yes__ No__

Headaches Yes_ No_ Skin Condition Yes__ No__

Hernia Yes_ No_ "Trick" or Lock Knee Yes__ No__

Stomach Problems Yes_ No_ Head, neck or back injuries Yes__ No__

Travel Sickness Yes_ No_ (within past two years)

Swollen, hypermobile or Yes__ No__

painful joints

Other (please specify) _____

7. Please provide details of any factor that may limit your child's participation on this trip:

Signature of Parent/Guardian *Date*

Parental Consent for Medical Treatment

In circumstances where a student becomes ill or injured while on an excursion, it may be necessary for the student to be treated as quickly as possible. Prior to any such treatment, we would make every effort to contact parents. Emergency situations mean that treatment cannot always wait, however. Given this understanding, we ask that you read and complete the following:

I/We hereby consent to any medical treatment which in the opinion of a qualified medical practitioner may be necessary for my/our child(ren). I/We further authorize school staff members in connection with the school trip to act on my/our behalf in an emergency situation where an immediate decision is required about the care and treatment of my/our child(ren) as recommended by a qualified medical practitioner.

Child/(ren)'s Name(s)

Date of Birth

Date: _____

Parent/Guardian Signature

Parent/Guardian Signature

Emergency Treatment Record

This record is intended to be used as an ongoing log of actions required and taken during an emergency treatment situation involving the student(s) identified on page 1. It is to be kept by a staff member/chaperone and returned to the school upon conclusion of the trip at which time a copy will be provided for parents. Keeping track of the time as events unfold is often useful information.

Date: _____ Time: _____

1. Nature of emergency (illness, accident, etc.)

2. Who first reported this situation (patient, witnesses)?

3. What were the symptoms?

4. Name of medical facility (hospital, clinic, medical office) student was taken to:

5. Name of attending physician:

6. Recommendation(s) of physician:

7. Action Taken

8. Outcome

9. Follow Up Required

10. Record of phone calls to parents/guardian/school or attempts made

Date	Time	Who	Decision