

## FIELD TRIP CHECKLIST FOR EDUCATORS

This checklist is abridged and reformatted for educator convenience from “Managing Food Allergies in Schools The Role of School Teachers and Paraeducators” by the US Centers for Disease Control. Access the original file at:

[https://www.cdc.gov/healthyschools/foodallergies/pdf/teachers\\_508\\_tagged.pdf](https://www.cdc.gov/healthyschools/foodallergies/pdf/teachers_508_tagged.pdf)

### Use this checklist to remember important actions to take before every field trip:

- Determine if the field trip location is safe for students with food allergies. Reschedule or cancel if accommodations cannot be made safe.
- Invite parents of students with food allergies to chaperone or go with their child on the field trip. Parents cannot be required to attend field trips with their child.
- Work ahead of time with school food service staff to plan safe meals and snacks for students with food allergies.
- Let the school nurse know ahead of time if you are going on a field trip.
- Take student emergency care plans, emergency contact information, and emergency medication with you on the field trip.
- Know where the nearest emergency medical facilities are located when at the field trip site.
- Work with the school nurse or school administrator to ensure a staff member is trained to administer emergency epinephrine attends the field trip. Only a trained staff member or parent of an individual student should carry and administer emergency medication on field trips. In some circumstances, a student may also be authorized to carry their own epinephrine.
- If a food allergy emergency occurs, follow the student’s emergency care plan and notify parents, school administrator, and school nurse.
- Make sure your phone is charged so you can respond quickly during an emergency.
- Return medication immediately after the field trip to the school nurse or staff member responsible for student medication management