

## OSAP 200.15.1 ANNEX E - FIELD TRIPS, EXCURSIONS AND EDUCATIONAL TOURS EXPECTATIONS

### OPERATION AND STAFF MANAGEMENT

#### CHECKLIST FOR FIELD TRIPS AND EXCURSIONS

Activity	Date Completed
1. Complete OSAP 200.15.1 – Annex A – <i>Purchase Order/Request Form for Field Trips</i> .	
2. Obtain approval of the principal. OSAP 200.15.1 – Annex A - <i>Purchase Order/Request Form for Field Trips</i> .	
3. Designate field trip contact person who can be reached by parents on a 24-hour basis.  Contact Person: _____ Telephone : _____	
4. Obtain written, informed consent of parent/guardian or student (if over 18 years of age). OSAP 200.15.1 Annex B – <i>Educational Tour Consent Request Form</i> .	
5. Ensure that medical/emergency student information and name of contact person has been obtained for each participant.	
6. Make travel arrangements. Bus from DESC-E – Travel Claim for DESC-E. Advance arrangements.	
7. Ensure supervisors/volunteers: a) meet or exceed supervision ratios b) are qualified for the planned activities (for example, possess current first aid certification, and appropriate OPHEA Safety Guidelines qualifications) c) are fully aware of their responsibilities.	
8. Ensure fundraising activities is approved by principal.	
9. Ensure accounting procedures are in place.	
10. Update Field Trip Record Book.	
11. Prepare 3 copies of the manifest containing the names, addresses, and telephone number of all students, volunteers and staff by each vehicle. Provide one copy of the manifest to each vehicle, the trip contact person, and the school prior to departure. Attach copy of manifest to the Checklist for Field Trip.	
12. Retain all documents for one year.  Location of documents:	

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### **Notes - re: Checklist for Out-School Activities**

**1. Manifest**

A manifest must be prepared containing the names, addresses, telephone numbers and Health Card numbers (if provided) of all participants by each vehicle. One copy should accompany the supervisor, one copy should be held at the school, and one copy should be held by the trip contact person. The names of volunteers and staff should also be included.

Note: Where an optional Health Card number is not provided, the parent, by signing the form with the number not filled in, states thereby his/her refusal to provide the number.

**2. Trip Contact Person**

A trip contact person must be designated who can be reached by parents on a 24-hour basis.

**3. Medical Information**

Medical information must be obtained for each student (for example, details of existing medical conditions, detailed instructions for response in case of a medical emergency, such as use of an EpiPen for the treatment of an allergic reaction). This information must accompany the supervisor on the trip and a copy kept by the school and the trip contact person. Arrangements should be made to ensure that other adults on the trip are aware of this information in the event they may be required to respond to a medical situation involving the student. For example, students with severe allergies may be asked to wear a particular coloured wristband.

**4. Serious Medical Conditions**

Students with serious medical conditions should be placed under the supervision of a supervisor who holds a current First Aid Certificate.

**5. Emergencies**

Supervisors should be able to deal with such emergencies, which may arise on a trip (medical or otherwise). Practice may be necessary to address such emergencies, for example in the use of an EpiPen. Emergency contact numbers for all participants should be readily available.

**6. Itinerary**

A copy of the itinerary, including accommodation sites and telephone numbers, as approved by the principal, will be provided to parents. A copy must be held by the school and by the trip contact person.

**7. First Aid Kit**

A First Aid Kit should be taken on the trip and its location be known to all supervisors.

**8. Accessibility**

Before departing on the trip, supervisors must determine how to obtain quickly pertinent information and medical access for known and anticipated medical conditions in the event of an emergency (for example, location and contact number of a doctor, clinic or hospital). If there is any possibility that a telephone will not be available, consideration should be given to having a cell phone available.