

# OUTDOOR EDUCATION GENERAL GUIDELINES

	<b>SUPERVISION</b>
<b>ALL GRADES</b>	
<p>Have all outdoor education excursions approved by principal or designate.</p> <p>Approval can include consideration of itinerary, suitability of trip activities to the curriculum, travel time, safety factors, supervision arrangements, age appropriateness (refer to board of education's field trip policy.)</p> <p>Have board of education official sign a detailed application form for all overnight trips.</p> <p>Have parents complete parental consent forms prior to any student going on outdoor education trip.</p> <p>For all trips requiring transportation, prepare a list of the students in each vehicle, provide it to the chaperones, and leave a copy at the school.</p> <p>For overnight trips, have students provide medical information to the chaperone, including their health card number and any special health information.</p> <p>Make supervisors on trip aware of any students with medical problems and any student on medication.</p> <p>Have students on vital medication bring an extra supply. Be sure this medication is in a clearly marked container in the supervisor's possession. Handle all medications in accordance with the board of education's policy on dispensing medication.</p> <p>Provide trip supervisors with a list of parent contact/emergency contact numbers.</p> <p>Use only staff or volunteer drivers who comply with board of education requirements for insurance.</p> <p>Provide the teacher supervising the trip with telephone number and location of nearest doctor, and location of nearest hospital and nearest phone.</p> <p>Define maximum number of days allowed for outdoor education trips in board of education policy.</p> <p>Typical information on parent consent forms includes itinerary, date, relationship of trip activities to curriculum, supervision arrangements, cost per student, behavioral expectations, inherent risks, and where applicable, date and time of parent information meeting.</p> <p>Provide students with a list of recommended clothing and personal items suitable for the specific activity.</p> <p>Wear sun protection for all outdoor education activities.</p>	<p>Provide both male and female chaperones for mixed gender groups on overnight trips.</p> <p>Have access to a vehicle for emergency purposes.</p> <p>Designate a supervisor (e.g., teacher or parent) who is not the supervisor in charge of the trip to transport an injured student to hospital.</p>