

# Health and Safety Guidelines for WCSD Teachers

## ***First Aid***

All GBOS staff are trained in CPR and standard first aid, and the Program Director and other staff will be responsible for providing common first aid for the students within this level of training. While we often have staff with higher levels of training such as Wilderness First Aid, we cannot guarantee anything beyond CPR and first aid. Teachers are welcome to provide routine first aid in compliance with WCSD Student Health Services “Management of Student Illness and Injuries at School,” (hea-m500). Teachers must document their care on the “Medical Log” and present a copy of the log to the school’s health office upon return from the field trip.

## ***Emergency Medical Services***

Any accident, injury or illness that is beyond the staff’s level of training will be handled by a visit to a clinic near the program site (Incline Village for Camp Galilee). A situation that is or might be life threatening will be handled by calling the Emergency Medical Service (EMS) system 911.

## ***Assisting Students with Medication***

Students with a medical or health disability may require prescription or over-the-counter medication in order to ensure their health and safety during the trip. School personnel may not administer medications to students during a field trip unless directed and trained by the school nurse. Classroom teachers must confer with the school nurse at least six weeks before the field trip to review the student’s individual medication and health management plan.

Student medications, and the required medication consent forms, will be collected by the school health office and picked up by the classroom teacher prior to their departure to GBOS. All medications, both prescription and over-the-counter, must be in the original containers and stored in a clear zip lock bag with the student name clearly printed in permanent marker. Parent/guardians will be asked to remove excess tablets or capsules from prescription containers so that only the amount needed during the week will be present in the container.

School personnel trained and designated by the school nurse will administer the medication to the student according to the school nurse’s written instructions. Documentation will be made on the medication log provided by the school health office.

Classroom teachers are responsible for ensuring that all student medications are stored in a safe and secure location, inaccessible to other students, throughout the duration of the field trip. No medications will be kept in student cabins under any circumstance (except sunscreen, moisturizing lotion, lip balm and insect repellent). Students sent with unexpired, over-the-counter medications as a remedy for minor, unexpected symptoms of illness, will self-administer these medications, provided they are in the original container, the parent has removed excess tablets or capsules, and the medication is stored in a clear zip lock bag with the student name clearly printed in permanent marker.

Cabin leader medication will be kept in a separate area under the control of the Program Director so that it is not accessible to students. Visiting classroom teachers and GBOS staff may keep their own medications in an area or container secure from students.

“Rescue medications,” such as emergency asthma inhalers and/or epi-pens may be kept by the student in their possession at all times, provided the student has developed responsible habits for managing and using the medications. As an alternative, their naturalist may carry these medications for the student on trail and keep them with the rest of the medications while in camp if the student has not developed responsible habits for carrying his or her own medications.

You can ease the task of dispensing medications by:

- Turning in Medication Authorization forms and student field trip medications to the school health office for school nurse review as soon as the parent sends them in.

- Contacting the school nurse immediately if you have questions about a student's health accommodations, medical status or field trip medications.

### ***Student Emergency Information***

The program requires specific information from each student's parent or guardian in order to ensure the students health and safety during the field trip. Parents are responsible for accurately completing the emergency information. If parents need assistance in filling out the forms please see that appropriate help is available.

The following instructions are included to assist the classroom teacher in collecting and verifying the accuracy of the required information:

- The school nurse has been notified of the field trip at least six weeks in advance.
- Appropriate school personnel have been trained by the school nurse to administer required medications and provide proper care for students with health or medical disabilities.
- Arrangements have been made for all medications to be stored in a safe and secure location throughout the field trip.
- The parent/guardian has noted any special social dilemmas your students may be encountering. (sleepwalking, afraid of dark, bedwetting, etc.).
- The parent/guardian has noted specialized dietary needs. With at a least a week's prior notice we can generally handle vegetarian and most other options.
- You have discussed arrangements for individual dietary needs with the school nurse for those students requiring a specialized diet due to a severe food allergy or a known health disability or medical diagnosis.
- Current emergency numbers are listed.
- Parent/guardian signature is on the back.

### ***Accommodations***

GBOS will make reasonable efforts to include all students:

- If a student needs accommodation for disabilities, please inform us as soon as possible. We will do our best to assist and accommodate all students; however, we cannot control all practices nor make changes to the facilities at our sites because we do not own them.
- The school nurse must be consulted at least six weeks in advance regarding any required medications or specialized nursing services. If the school nurse determines that a licensed WCSD nurse or additional school personnel are needed to provide a student's specialized care, the salary, food and lodging expense of the additional school personnel cannot be borne by GBOS.
- In compliance with WCSD communicable disease policies, if a student comes to school on the field trip departure day with symptoms of illness, they must stay home until they are symptom and fever free for at least 24 hours. We accept late arriving students, and they are much more likely to be successful if they have received additional rest and needed medications.