

EDUCATIONAL FIELD TRIPS

**AS 21.0
July 2017**

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD that educational field trips by pupils and teachers are permitted, subject to the following regulations, and “General Guidelines for the Organization of Field Trips” and “Physical Education: Ontario Elementary and Secondary Curricular Safety Guidelines”.

1. Definitions

Field Trips (off school property activity)

Any school activity which takes a pupil off his/her school grounds and which occurs either during or outside regular school hours.

Note: This definition includes all activities regardless of the nature, duration and distance.

a) Local Trips

Local trips shall be those within the municipality in which the school is located.

b) Regional Trips

Regional trips shall be those that are beyond the school’s municipality but within the general limits of the Board’s geographical jurisdiction.

c) Extended Trips (distance and/or duration)

Extended trips shall be those that are beyond the general limits of the Board’s geographical jurisdiction or that will last more than one day.

d) Special Trips (all trips involving high risk activities)

Special trips shall be those (local, regional or extended) which involve activities taking place in an environment in which the perceived risk of danger and/or accident is higher than in every day life.

Any of the following criteria may cause a local, regional or extended trip to be considered as a special trip:

1. activities which involve elements of “high risk”;
2. trips outside the province of Ontario.

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<p>2. <u>Supervision</u></p> <p>a) Adequate supervision requires that a proper teacher/supervisor-pupil ratio be maintained at all times according to the following minima:</p> <p style="margin-left: 20px;">i) Local Trips</p> <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Grade Level</u></th> <th style="text-align: left;"><u>Teacher/Supervisor-Pupil Ratio</u></th> </tr> </thead> <tbody> <tr> <td>Primary (JK-3)</td> <td>2-4 adults/class</td> </tr> <tr> <td>Junior (4-6)</td> <td>2-4 adults/class</td> </tr> <tr> <td>Intermediate (7-10)</td> <td>1-4 adults/class</td> </tr> <tr> <td>and Senior (11 and 12)</td> <td>1-4 adults/class</td> </tr> <tr> <td>OAC or Adult</td> <td>Class</td> </tr> </tbody> </table> <p style="margin-left: 20px;">ii) Regional Trips</p> <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Grade Level</u></th> <th style="text-align: left;"><u>Teacher/Supervisor-Pupil Ratio</u></th> </tr> </thead> <tbody> <tr> <td>Primary (JK-3)</td> <td>2-4 adults/class</td> </tr> <tr> <td>Junior (4-6)</td> <td>2-4 adults/class</td> </tr> <tr> <td>Intermediate (7-10)</td> <td>2-4 adults/class</td> </tr> <tr> <td>and Senior (11 and 12)</td> <td>2-4 adults/class</td> </tr> <tr> <td>OAC or Adult</td> <td>Class</td> </tr> </tbody> </table> <p style="margin-left: 20px;">iii) Extended Trips</p> <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Grade Level</u></th> <th style="text-align: left;"><u>Teacher/Supervisor-Pupil Ratio</u></th> </tr> </thead> <tbody> <tr> <td>Primary (JK-3)</td> <td>3-4 adults/class</td> </tr> <tr> <td>Junior (4-6)</td> <td>3-4 adults/class</td> </tr> <tr> <td>Intermediate (7-10)</td> <td>3-4 adults/class</td> </tr> <tr> <td>and Senior (11 and 12)</td> <td>3-4 adults/class</td> </tr> <tr> <td>OAC or Adult</td> <td>Class</td> </tr> </tbody> </table> <p><u>High Risk Activities</u></p> <p style="margin-left: 40px;">The minimum teacher/supervisor-pupil ratio shall be as specified in “General Guidelines for the Organization of Field Trips” and “Physical Education: Ontario Elementary and Secondary Curricular Safety Guidelines”.</p> <p>b)</p> <p style="margin-left: 20px;">i) <u>Both Genders</u></p> <p style="margin-left: 40px;">In the case of all field trips of more than one day which include pupils of both genders, adults of both genders shall accompany the students as official supervisors.</p>		<u>Grade Level</u>	<u>Teacher/Supervisor-Pupil Ratio</u>	Primary (JK-3)	2-4 adults/class	Junior (4-6)	2-4 adults/class	Intermediate (7-10)	1-4 adults/class	and Senior (11 and 12)	1-4 adults/class	OAC or Adult	Class	<u>Grade Level</u>	<u>Teacher/Supervisor-Pupil Ratio</u>	Primary (JK-3)	2-4 adults/class	Junior (4-6)	2-4 adults/class	Intermediate (7-10)	2-4 adults/class	and Senior (11 and 12)	2-4 adults/class	OAC or Adult	Class	<u>Grade Level</u>	<u>Teacher/Supervisor-Pupil Ratio</u>	Primary (JK-3)	3-4 adults/class	Junior (4-6)	3-4 adults/class	Intermediate (7-10)	3-4 adults/class	and Senior (11 and 12)	3-4 adults/class	OAC or Adult	Class
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<p>ii) <u>First Aid Training</u></p> <p>On all field trips other than local or regional, at least one supervisor SHALL have a valid St. John's Ambulance basic First Aid certificate.</p> <p>iii) <u>Criminal Record Check</u></p> <p>On all overnight trips, adult supervisors shall provide a copy of a Criminal Record Check.</p> <p>iv) <u>Alcohol</u></p> <p>Supervisors shall refrain from consuming any alcohol for the duration of the field trip.</p> <p>v) Field trips SHALL be supervised by a least one regular qualified teacher on staff.</p> <p>c) Following administrative approval for each trip the principal SHALL satisfy himself/herself that:</p> <ol style="list-style-type: none">1. the teacher(s) and/or appointed supervisors would make responsible guides;2. the teacher(s) thoroughly understands the responsibilities and liabilities to which he/she may be subjected;3. the pupils, parents, appointed supervisors and teachers receive adequate information;4. arrangements are made for covering the absence of any teachers who are with the group;5. provision be made for a full instructional program for pupils left without their regular teachers as a result of an approved field trip. <p>d) The teacher(s)-in-charge SHALL maintain an accurate up-dated list of pupils and supervisors who are on a particular bus prior to bus departure. The bus identification number SHALL also appear on this list.</p> <p>The principal SHALL have a copy of this/these bus list(s) and SHALL be informed immediately of any changes in order that he/she will have an up-dated list(s).</p>	

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- e) For all special trips (i.e. high-risk activities), teacher-supervisors and principals involved SHALL ensure that the provisions of the appropriate appendix(dices) in the field trip “General Guidelines for the Organization of Field Trips” and “Physical Education: Ontario Elementary and Secondary Curricular Safety Guidelines” are respected.
- f) For all regional, extended and special trips, a plan of action in the event of a medical emergency due to an allergic reaction or accident SHALL be developed. This plan shall include:
- knowledge of nearest available medical assistance;
 - identification of nearest hospital emergency department;
 - communication for assistance;
 - transportation plan;
 - identification of person on trip able to administer epinephrine in the form of Epi-Pen;
 - availability of Epi-Pen for students identified with severe allergic reaction.

3. Approval of Field Trip

- a)
1. For all local trips, teachers SHALL obtain the approval of the principal in advance;
 2. For all local trips, principals SHALL inform the parents concerned in writing. This notice may be sent to parents at the beginning of each term listing all local trips anticipated for the pupils. This written notice SHALL invite the parents to contact the teacher and/or the principal should they object to any of the proposed trips.
- b) For all regional trips, teachers SHALL obtain approval from the principal and the principal SHALL obtain written approval from the Superintendent of Education at least three weeks in advance.

Parents SHALL be informed and SHALL provide written consent and pupil information - i.e. particular medical problems, etc.

Note: Regional trips for events which are Board sponsored and for team sports, inter-school activities, regional music festivals, the approvals required SHALL be the same as outlined above for LOCAL trips.

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<p>c) For all <u>extended</u> trips teachers SHALL obtain written approval from the principal and Superintendent of Education at least three weeks in advance. Parents SHALL be informed and SHALL provide written consent and relevant pupil information as requested, i.e. relevant medical information, etc.</p> <p>d) For all <u>special trips</u>:</p> <ol style="list-style-type: none">1. For all special trips (i.e. high-risk activities), principals SHALL obtain written approval from the Director of Education and the Board at least eight (8) weeks in advance;2. Parents SHALL be informed and SHALL provide their written consent of their child's participation in the trips as well as relevant pupil information as requested, i.e. medical information, special consideration, etc. <p>e) <u>Shared Field Trips/Activities with Outside Groups</u></p> <p>The Nipissing-Parry Sound Catholic District School Board policies and procedures SHALL apply to all shared field trips and/or activities with outside groups.</p>	
<p>4. <u>Planning of Field Trips</u></p>	
<p>a) When requesting authorization for any field trip, the teacher SHALL prepare in writing for the principal:</p> <ol style="list-style-type: none">1. The education objectives of the proposed field trip specifying how the said trip constitutes a "curriculum-related experience",2. Preparatory and follow-up activities,3. How the trip is to be evaluated. <p>b) <u>Pre-Visitation of Site</u></p> <p>In order to ensure a worthwhile and safe field trip, <u>pre-planning is essential</u>. When agreed feasible by the teacher and principal, the teacher (and other supervisors when possible) SHALL visit in advance the area to be visited during the proposed field trip. When pre-visitation is not feasible, the teacher SHALL obtain as much information as possible about the proposed visitation area. Whether pre-visitation occurs or not, the teacher SHALL properly prepare for the potential hazards or risks which may be encountered. This information SHALL be shared with other supervisors who will be involved.</p> <p>c) Teachers SHALL define supervision strategies that will be used during any proposed field trip: i.e. "buddy" system, audio and visual contacts, groups, curfews, etc.</p>	

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- d) If buses are to be used for a field trip, the teacher SHALL review bus safety and conduct procedures with the pupils prior to departure.
- e) For activities involving commercial large water craft (e.g. Chief Commanda) teachers in charge shall ensure that all supervisors are aware of emergency procedures and the location of personal flotation devices (PFD's). A plan will be established for a water emergency and all students will be instructed in the use of PFD's and related procedures.

Personal flotation devices shall be worn on all other water craft at all times (e.g. canoes).

f) Itinerary

Prior to final approval, and prior to departure on any regional, extended or high-risk field trip, the "teacher in charge" SHALL have prepared a detailed itinerary and copies SHALL be distributed to parents/guardians, principal, other appointed supervisors and bus driver including the following details:

1. all departure and arrival times and locations of same;
2. all routes to be followed (highways, etc.);
3. all planned stops along the route (meals, washroom breaks, etc.);
4. all places of accommodation (name, address, phone);
5. all sites to be visited (name, address, phone);
6. a participants' list.

5. Pupil Preparation

Pupils SHALL be advised of the purpose of the trip and be made aware of what is expected of them in the way of activities, behaviour, etc., before leaving the school.

6. Equipment

- a) Teachers and supervisors SHALL ensure that the following are met as to equipment required for any proposed field trip:
 1. selection
 2. inspection
 3. use of equipment
 4. care of repair
 5. emergency and survival equipment

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- b) Field trips organizers SHALL refer to the pertinent appendices of the “General Guidelines for the Organization of Field Trips” and “Physical Education: Ontario Elementary and Secondary Curricular Safety Guidelines” whenever equipment will be required for a proposed field trip.

7. Transportation

The attached administrative procedures for the Transportation of Pupils for Excursions shall apply to all excursions and educational field trips.

8. Post-Trip Reporting

Principals SHALL submit to the Superintendent of Education within thirty (30) days following each extended or special trip a brief report outlining the success of the event from an educational and/or organizational point of view. Such reports SHALL also highlight the shortcomings and problems experienced in relation with the trip and SHALL include recommendations in view of eliminating such problems in the future.

ADMINISTRATIVE PROCEDURES AND REGULATIONS:

TRANSPORTATION OF PUPILS FOR EXCURSIONS

1. Excursions

An excursion is defined as:

- a) an activity that is planned as part of the school curriculum and held during school hours;
- b) an activity that is planned as an addendum to the regular curriculum and is held beyond school hours; or
- c) an extra-curricular activity where the school or Board is being represented.

2. Transportation of Students for Excursions

- a) A list of the students to be transported shall be prepared by the supervising teachers and kept on their person at all times. As well, a copy shall be filed with the school office before the departure of the excursion.
- b) The Procedure for Transporting Articles as outlined in the “Transportation of Pupils” policy applies to all excursions.
- c) If private vehicles are necessary, it is the responsibility of the principal to have the owner sign the Volunteer Driver Form in the Appendix. However, under no circumstances are students to drive other students.

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<p>d) If rental vehicles are necessary, it is the responsibility of the principal to ensure that the following conditions are adhered to:</p> <ol style="list-style-type: none">1. The driver shall be the supervising teacher and shall hold a valid Driver's Licence (Section 7), appropriate to the class of vehicle being rented.2. The driver shall purchase the full insurance coverage offered by the rental company (Section 9). <p>e) Requests for Transportation for Excursions</p> <ol style="list-style-type: none">1. Requests for transportation shall be initiated at the school and requisitioned in accordance with the Board policy on "Transportation of Pupils".2. The requisitioning function shall be centralized within the school and provide a single contact person for the operators.'3. The supervising teacher present on the bus shall sign the operator's trip form validating times and mileage before disembarking the bus. Any discrepancies should be cleared at that time, as the signed report will be part of the authorization for payment.4. The school should notify the Operator immediately if any excursion is cancelled or is unsatisfactory. <p>f) Conduct of Students</p> <p>The Board policy on "Transportation of Pupils" pertaining to student conduct on buses applies.</p> <p>g) Licensing and Vehicle Requirements</p> <p>Seating capacity is the key determinant for licensing and vehicle requirements, not the number of passengers actually being carried.</p> <p>"Under contract" is a key phrase, as legal consideration (compensation) always forms an integral part of a contract.</p> <p>Ontario Regulation under the Highway Traffic Act defines compensation as: "...any rate, remuneration, reimbursement or reward of any kind paid, payable or promised or received or demanded, directly or indirectly".</p>	

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Any form of remuneration (i.e. mileage, gas allowance, flat fee, etc.) paid by the Board to anyone to transport students implies that the person enters into a contract with the Board. Therefore, any vehicle in this category owned, leased or rented by a volunteer, teacher, employee, parent, student, etc. used to transport students in return form some form of remuneration is deemed to be under contract with the Board.

Status of Vehicles	Passenger Capacity	Minimum Driver License	School Purpose Vehicle Requirements as per Highway Traffic Act
Rental vehicle, Owned by Board, Operated under Contract	1 to 5	G	- NONE
Rental vehicle, Owned by Board, Operated under Contract	6 to 9	G	- Safety Inspection Sticker - Log Book - Other Regulations per Contract Reg. 483 (611)
Rental vehicle, Owned by Board, Operated under Contract	10 to 24	E	- As per School Purpose Bus regulations under the Highway Traffic Act
Volunteers, Teachers, Employees	1 to 5	G	-NONE
Volunteers, Teachers, Employees, NO CONTRACT	6 to 11	G	-NONE
Volunteers, Teachers, Employees, NO CONTRACT	12 to 24	F	-As per Highway Traffic Act for this type of vehicle

Source: OSBIE Advisory - A2 - Automobile

Regulations under the Highway Traffic Act are very stringent and a violation of these regulations could result in a fine, licence suspension or such other penalty as permitted by the HTA.

A usual requirement under an automobile insurance policy is that:

“the insured shall not drive or operate or permit any other person to drive or operate the vehicle unless the insured or other person is authorized by law to drive or operate it”.

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Principals must ensure that vehicles used to transport students are operated by drivers with the appropriate licences. Failure to meet the above Statutory Condition of an insurance policy could result in the restriction of the liability insurance limit and the negation of some benefits under Section B & C of the policy.

8. Charter Bus/Taxis

- a) The school principal will select a carrier from the approved list of bus operators. This information may be obtained from the Transportation Department.
- b) Buses will carry Third Party Liability as follows:

Seating	Limits
1 - 7	\$1,000,000
8 - 12	\$5,000,000
13 +	\$8,000,000

9. Rental Vehicles

Vehicles being rented by teachers for Board-approved trips should be rented:

- 1. in the Board's name,
- 2. on a daily rental basis (not short-term lease), and
- 3. with full insurance coverage offered by the rental company i.e. Public Liability, Collision and Comprehensive coverage.

10. Trip Drivers

- a) Trustees, employees, parents and student volunteers are protected by their personal Standard Automobile Policies while occasionally transporting students to school activities.
- b) Before the trip, the driver must sign the volunteer drivers form.

SUMMARY OF LICENSING AND VEHICLE REQUIREMENTS - ADDENDUM

NOTE: The rental of a vehicle by the Board or in the name of the Board, or any compensation paid by the Board to transport students automatically implies that a contract is in effect.

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<p><u>Principal's Checklist for Field Trips</u></p>	
1. Activity relates to curriculum expectations	<input type="checkbox"/>
2. Pre-visit has been made to the site	<input type="checkbox"/>
3. Principal has been consulted	<input type="checkbox"/>
4. Details are provided re: <ul style="list-style-type: none"> • number of students • grade level of students • teachers involved • number of adult supervisors and ratio to students • cost per pupil • total cost • how students will be transported • outline of nature and duration of activity • plan for emergencies 	<input type="checkbox"/>
5. A person on trip is qualified with Basic First Aid	<input type="checkbox"/>
6. A plan indicating methods for supervision is in place e.g. buddy system, checkpoints	<input type="checkbox"/>
7. The number of adult/teacher supervisors is appropriate for the circumstances	<input type="checkbox"/>
8. Adult supervisors have been instructed on how to supervise and maintain safety	<input type="checkbox"/>
9. Information re medical history is available on all students	<input type="checkbox"/>
10. Ontario Physical Education Safety Guidelines have been reviewed for any recreational/sports activity	<input type="checkbox"/>
11. Report of field trip activity is given to Principal	<input type="checkbox"/>
12. First Aid Kit is available	<input type="checkbox"/>
13. Survival Equipment Kit (if appropriate) is available	<input type="checkbox"/>
14. An emergency plan is in place and safety procedures have been communicated to supervisors and students, including evacuation routes	<input type="checkbox"/>



VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS

Part A

This will authorize _____
(Name of teacher or other volunteer driver)

- 1. To transport students participating in the events listed on the attached school schedule,
- OR**
- 2. To transport students participating in the following school activity:

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENSE #: _____

Date	School Name	Principal's Signature
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NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- b) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- c) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.

I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

_____ Signature	_____ Date
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DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.

I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.

I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

_____ Signature	_____ Date
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See Part B (next page)

VOLUNTEER DRIVER - AUTHORIZED TO TRANSPORT STUDENTS CONTINUED

Part B

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the Board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that the drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD EDUCATIONAL FIELD TRIPS - APPROVAL

School: _____ Grade(s): _____

Date of activity: _____ Duration of activity: _____

Nature of trip: local _____, regional _____, extended _____, special _____

Destination: _____

Teacher supervisor(s): _____

Name of supervisor with valid St. John Ambulance First Aid Certificate, as per Regulation 2(b):

No. of students: _____ No. of adult volunteers: _____

Time of departure: _____ Time of return: _____

Transportation requirements: _____

Purchase order for transportation submitted: Yes No Transportation costs: _____

Other costs (specify): _____

Allocation of costs (show amounts): Board \$ _____ Students \$ _____ Other (specify) \$ _____

Trip Leader's Signature

Date of Application

THE FOLLOWING REQUIREMENTS OF POLICY E-3 HAVE BEEN MET WITH RESPECT TO THIS ACTIVITY:

	Principal's Initials	Comments
1. Supervision - Ratio (Reg. 2a)	_____	
2. Supervisor(s) requirements (Reg. 2b)	_____	
3. Approval of project (Reg. 3)	_____	
4. Planning of project (Reg. 4)	_____	
5. Pupil preparation (Reg. 5)	_____	
6. Equipment (Reg. 6)	_____	
7. General guidelines' specifications	_____	
8. Plan of action for medical emergencies due to accidents or severe allergic reactions or Anaphylaxis	_____	

Principal's Signature

Date of Approval

Superintendent's or Director's Signature

Date of Approval

Note:

1. Information required in Reg. 4(a) of Section policy AS-21.0 must be attached to this form.
2. If adverse weather conditions on the day of the trip make it advisable, the postponement or cancellation of the activity should be considered and the superintendent advised accordingly.

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

**PARENT CONSENT
(REGIONAL, EXTENDED AND SPECIAL TRIPS)**

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

Student's surname: _____ Given names: _____

Destination of proposed trip _____

Pertinent details (please see attached for more information): _____

Student's costs: _____

Date of activity: _____ Duration of activity: _____

Approximate time of departure: _____ Duration of activity: _____

Information re transportation (student: school/home): _____

Teacher supervisor: _____

I HAVE READ THIS ITINERARY AND I AM FAMILIAR WITH THE NATURE OF THE TRIP THAT _____ is proposing to take. To the best of my knowledge, he/she is physically
(name of son or daughter)

and emotionally capable of making this trip and any special medication, if required, has been arranged through our family physician. Information regarding allergies and emergency medical treatment has been provided with student medical form if applicable to the student. I ALSO AGREE THAT MY son/daughter shall be required to follow whatever school rules and regulations apply, as explained to them by the staff supervisor(s). In general, students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations shall be extended to cover the duration of the field trip, evenings included.

Parent's signature

Telephone number

Date

THE COMPLETED FORM MUST BE RETURNED TO THE TEACHER AT LEAST **ONE WEEK** PRIOR TO THE FIELD TRIP. PARENTS ARE INVITED TO TELEPHONE THE SCHOOL IF THEY REQUIRE ADDITIONAL INFORMATION.

**NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD
STUDENT MEDICAL INFORMATION**

The personal information you provide on this form is collected by the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss.58.5, 265 use and 266 as amended. The information will be used for School and Board operations including but not limited to student registration, staff and resource allocation and to provide information to employees where necessary to support them in carrying out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and may be required to be disclosed in compelling circumstances, for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

Student's Name: _____

1. Date of Birth: _____ 2. Health Care Number: _____

3. Family Doctor: _____ 4. Telephone Number: _____

5. Parent/Guardian: _____ 6. Telephone (home): _____
(work): _____

7. Chronic illnesses (i.e., Diabetes, Epilepsy, Cerebral Palsy, etc.) Yes No

8. Does the student suffer from any of the following: (If yes, please check)

- migraine headaches fainting spells ear, nose, throat infections
 urinary infections skin conditions digestion/bowel problem
 Others: _____

9. Blood type (if known): _____

10. **ALLERGIES** Yes No

If yes, please complete the following section.

a) Nature of reaction (hay fever, asthma, anaphylaxis, other): _____

b) Allergen (substance to which person is sensitive): _____

c) Level of prior medical attention
 non-medical only allergy specialist family doctor

d) Severity of most serious reaction: _____

e) History of past treatment required
 no treatment prescription medication
 non-prescription medication hyposensitization

f) Past emergency treatment required
 none
 injection: If yes, specify Epipen or Anakit
 doctor
 emergency department
 hospital admission

OVER >>>

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- g) Frequency of treatment: _____
- h) Management of treatment of reaction
 Student can recognize and treat reaction
 Adult is required to assist student
 Medical person is required
- i) Precautions used daily
 avoidance regular medication
 medication as required emergency measures on hand or readily available

Note: For all students with other than the mildest prior allergic symptoms or reactions, a **PHYSICIAN'S LETTER** and/or **Emergency Alert Protocol Form (see policy AS 10.0)** must be attached outlining the appropriate precautions and emergency measures.

11. OTHER MEDICAL CONCERNS

- Is a special diet required for medical reasons? Yes No
Is your child on medication? Yes No
To be self-administered? Yes No
To be teacher-administered? Yes No
- If yes, attach request for Administration of Oral Medication to Pupils by School Personnel During School Hours (Policy AS 10.0)

12. OPERATIONS (Has the student had:)

- Appendectomy? How recently? _____
 Tonsillectomy? How recently? _____
 Others (specify): _____

13. EYE GLASSES Yes No **CONTACT LENSES** Yes No

14. Are there any other medical problems not mentioned on this form? Yes No
If yes, please specify: _____

15. Date of last check-up by family physician: _____

16. Does your child have any insurance (i.e., for school activities) Yes No
If yes, specify company and policy number: _____

Parent/Guardian Signature

Date