

Field Trip Safety

1. A minimum of two adults should accompany children on any outings.
2. Children should wear identification tags or buttons on all outings including trips to nearby parks. The child's name should not appear on tag/button. Identification should consist of the name of your group and a telephone number. For safety reason, tags/buttons should not to be worn around the neck.
3. Take along emergency consent forms and properly stocked First Aid kits.
4. A ratio of at least one adult per eight children on field trips is recommended, and whenever possible the adult/child ratio should be as high as one adult per two children. A high adult to child ratio is particularly important when going to places that have either a large number of people present or is near any body of water, and when going to remote areas that have few emergency facilities/phones nearby.
5. Medication or equipment needed to ensure the safety of any child with special medical needs (asthma, diabetes or other potentially life threatening conditions) should always be taken on the field trip. Use of sunscreen requires parental permission.
6. Always accompany children into off-site restrooms during fieldtrips. If gender restrictions on the public restroom facilities might interfere with this, make arrangements to assure that teaching staff can accompany either male or female children into the public restroom.
7. Call or visit the facility ahead of time if you are unfamiliar with the area or the services available (water, bathrooms, food, fees, etc.).
8. Establish a safe and direct route to and from your destination.
9. Post trip information by the telephone in the office area or other pre-established location. Include route, destination, departure and return times, a list of the children and adults involved, field trip permission slips, and a cell phone number if available.
10. At least one adult must have a current first aid and CPR certificate.
11. Plan to keep food/lunches cold and safe. Make arrangements for hand washing if running water is not available.
12. Plan for frequent rest and water breaks between activities.
13. Establish a buddy system. Children with special needs may need to have an adult buddy.
14. When you arrive at your destination, point out key landmarks and identify a "lost child" area and teach the children the steps to take if they get separated from the group:
15. If you are using private cars, make sure there is a booster seat or seat belt available for each child and that the car is insured for transporting children. Each adult must have passed the Washington State background check.
16. If you are walking, review safety rules (safe street crossing, staying together, etc.).

If you are going by van or bus review those safety rules.