



Field Trip Safety
Ohio Administrative Code 5101: 2-12-18 & 5101: 2-13-18
May 2015

RULE SUMMARY

When transporting children off site the program shall obtain written permission from the parent or legal guardian, staff/child ratios shall be met and children shall be properly supervised at all times. A person trained in First Aid, Management of Communicable Disease and CPR shall be present. The following shall be available for all trips: first aid supplies, a completed Child Enrollment and Health Information form (except for routine walks), a completed Child Medical/Physical Care Plan, any emergency medications, a record listing each child on the trip and method of immediate communication. Each child shall have identification attached to their person, which states the program's name, address, and a contact telephone number.

REQUIRED DOCUMENTATION

- Field Trip Permission Form (JFS 01226) or Routine Trip Permission Form (JFS 01225) *Sample forms*
- Child Enrollment and Health Information (JFS 01234)
- Child Medical/Physical Care Plan (JFS 01236) *If applicable*
- Field Trip Checklist (JFS 01232) *Sample form- Optional/Not Required*
- Field trip Information Record (JFS 01239) *Sample form- Optional/Not Required*

TIPS FOR MAINTAINING COMPLIANCE

- Coordinate for a person trained in First Aid, Communicable Disease Management and CPR to be at the field trip destination.
- Make sure a complete first aid kit is on each vehicle as well as at the field trip destination.
- Store Child Enrollment and Health Information for each child in a portable file box.
- If applicable, pack all medications and Child Medical/Physical Health Care Plans.
- Utilize the Field Trip Checklist and attendance sheets and continually count children throughout the trip.
- Assign one adult to a smaller group of children for easier tracking.
- Develop a system to ensure all children are off the vehicle.
- Ensure enough working seatbelts for one child per seatbelt.

FREQUENTLY ASKED QUESTIONS

- Q.** Is identification required to be on children who are taken off site for swimming field trips?
A. Yes. Identification is required to be attached to children who are participating in swimming activities.
Please Note: Various companies sell identification wrist bands that can be worn during swimming activities.

- Q.** What is the difference between a field trip and a routine trip?
A. A field trip is an infrequent or irregularly scheduled excursion from the program, such as attending the zoo or going to the movies. A routine trip is a repeated excursion off the premises which regularly occur on a scheduled basis, such as weekly walks to an area library or transporting to and from school.