

Know the FAACTs

School Field Trips: Best Practices *for* Coordinators and Designated Chaperones/Adults

ONE

- Students with food allergies should participate in all school activities and must not be excluded based on their condition.
- Students should wear medical alert identification at all times.
- Encourage, but do not require, parents/guardians of food-allergic students to accompany their child on school trips.
- When planning for a field trip, the parents, school nurse, and field trip coordinators should collaborate to avoid high-risk destinations.
- If a trip includes an overnight stay at a hotel, request rooms with kitchens, refrigerators, and microwaves so food-allergic students can cook their own meals.
- Call all destination locations, including travel stops, restaurants, and hotels, ahead of time to ensure accommodations are available for student(s) with food allergies. Review emergency protocols with appropriate representatives from each of these locations. .
- Prepare for snack needs on long-haul trips:
 - Notify all parents to avoid packing snack items that directly contain allergens.
 - Require that snack/food items containing allergens remain wrapped until students are at their destination.
 - Prepare allergy friendly snacks for all students and distribute them en-route. Consult with the school nurse and parent(s) of food-allergic students on approved snack items before to the trip.
- Provide disposable wipes to all students after eating snacks/meals.
- Designate the appropriate individual to work with the school nurse immediately prior to the trip to ensure all medications and instructions are packed.
- Identify for students and chaperones/other staff the trained individual(s) or the designated staff member(s) who will be carrying the student's auto-injectors and other medications.

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TWO

- Consider insect sting, medication and latex allergies in addition to food allergies.
- Enforce a “No Food or Beverage Sharing” policy.
- Ensure backup batteries for cell phones and other emergency communication devices are available and in working order. Plan emergency procedures for areas in which cell phone reception may not be available.
- Enforce rules to wash hands before and after drinking/eating when possible (and use of disposable wipes otherwise).
- Participate in the school’s approach on how to manage students with food allergies.
- Understand how to directly communicate with the student’s parent(s) in the event of an emergency and ensure all designated adults have emergency contact numbers.
- Understand federal and state laws that protect the privacy and confidentiality of the student’s medical information and other legal rights of students with food allergies.
- Ensure you understand the role of the transportation staff while on field trips:
 - Where the anaphylaxis emergency care plan is kept for each student
 - Location of epinephrine auto-injectors and other emergency medication and how to administer it for each student.
 - How to report food allergy bullying or complaints from the student
 - Ensure communication devices are in working order prior to each transport
 - Creating a safe environment for food allergic students