

Students who are classified as disabled under IDEA or Section 504 require equal opportunity to participate in nonacademic and extracurricular activities. The general rule is: *if not providing the service or support means that the disabled student is unable to participate in the extracurricular activity, then the student is not being given an equal opportunity and is therefore being discriminated against.*

If the disabled student or non-disabled student involved requires a particular service or support to be able to participate in these field trips or extracurricular activities, the question really is whether the specific service or support must be rendered by the building's school nurse. The following must be considered:

1. Before a teacher/team fills out a field trip request form, a staff member needs to connect with the building nurse to identify if a student(s) will require skilled nursing. This needs to be recorded on the field trip form prior to submitting to the principal.
2. If a student is self-directed as defined by SED criteria, a teacher may carry the student's medication so the student can take his/her own medication at the appropriate time.
3. For a student(s) who are not self-directed or is unable to perform a necessary health-related task independently, the following steps should be pursued in this order:
 - a. the parent or guardian may be asked to attend the activity and administer the medication or procedure;
 - b. the parent can personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip and inform the school district in writing of such request.
 - c. the student's health care provider can be consulted and may order the medication time to be adjusted or the dose eliminated.
 - d. If no other alternative can be found, the district must provide a licensed professional to administer the medication or procedure.
4. If all the steps are followed above, and it is determined that a nurse must attend the trip or activity, the following could happen:
 - For trips during the school day:
 - Each building will decide collaboratively which nurse will attend.
 - If a building is left without adequate nursing staff and coverage cannot be provided by other nurses across the district, arrangements for a substitute nurse should be made. If no sub is available, a temporary employment service will need to be used.
 - For trips beyond the school day:
 - The nurse(s) in that building will be offered the opportunity to accompany the class or team. That nurse will be paid according to their contract.
 - If that nurse is unable to attend, another nurse in the district may wish to provide coverage. If no nurse is available, temporary employment service personnel will be employed for that activity/trip.
 - If a class trip involves leaving NYS:
 - Our nursing staff is licensed only to provide services within New York. In these cases parents or another adult requested by the parent *must* attend.

*** If a nurse cannot be secured for any reason (non-availability or due to an out-of-state trip), that building's administrator will contact the parent(s) of the student(s) requiring skilled nursing.*

5. A copy of the field trip form requiring skilled nursing should be sent to the Student Services Office only when temporary employment service needs to be contacted.

6. Each building should coordinate grade/team trips to avoid multiple conflicts with nursing requests.

SED criteria for a student may be considered to be a self-directed student if he/she is consistently able to do all of the following:

- Identify the correct medication (e.g., color, shape)
- Identify the purpose of the medication (e.g., to improve attention)
- Determine the correct dosage is being administered (e.g., one pill)
- Identify the time the medication is needed during the school day (e.g., lunch time)
- Describe what will happen if medication is not taken (e.g., unable to complete school work)
- Refuse to take medication if student has any concerns about its appropriateness.