

FIELDTRIP/TOURNAMENT CHECKLIST AND REQUIREMENTS FOR DRIVERS, CHAPERONES AND MEDICATION INFORMATION

Coaches and Team Managers:

**** All athletes should be cleared in Sports Engine through registration to participate on any level.

OVERNIGHT TRIPS:

- Coaches should be talking with and asking students and parents, if there are athletes that take medication, including over the counter medications. If the answer is yes, inform the parents that an "Authorization to Administer Medication During School Hours" form needs to be completed and on file in Attendance office.
- Chaperone agreements and athlete lists should be turned in with the request to go on a field trip overnight or out of the area.
 - If a parent has not been fingerprinted, cleared and a recent TB test on file, they cannot chaperone or drive.
- **For overnight trips, bags need to be searched for medications and other banned items.** If the group leaves from school, a CP administrator needs to check bags. If the group is leaving early in the morning and not leaving from school, the coach must search all bags for medications and other banned items. Then communicating with administrators if items are found.

ALL ATHLETIC FIELDTRIPS:

- **All** parent drivers and chaperones need to be fingerprinted through MDUSD and have an updated TB test. If they are driving, the form "Transportation of students in privately owned vehicles" must be completed and a copy of their car insurance (declaration of coverage) should be attached. That form must be turned into the office at least a week before your trip so that information can be verified.
- Field trip permission slips should be turned in to the attendance office to Stacy Boschettis@mdusd.org no later than **three** days before the trip. The list of those attending should also be forwarded to me at carpenter@mdusd.org
- If an athlete takes medication, either prescription or over the counter, the attached medication form needs to be completed and on file in the Attendance office. This is necessary if the athlete needs to bring medication on a field trip. Have this conversation with athletes and parents as soon as you can so the students have enough time to get their doctor to sign on the authorization forms.
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Please contact us with any questions you might have regarding these procedures.