

Field Trip Safety

Field trips are an excellent extension to classroom learning and improve students' academic success. However, there are numerous field trip safety concerns and potential risks when leaving a school campus. It is important for schools to have well-structured policies and procedures in place to make certain that students and staff are safe. Some best practice strategies for district and school staff include:

Emergency Procedures

- Conduct a risk assessment. Examine location, activities, transportation, potential emergencies, and student abilities. By identifying potential hazards and creating a field trip safety plan, students and staff can enjoy educational outings.
- Carry a first aid kit, emergency contact list for students, medical information for students, district contacts, and emergency responders.
- Train staff on emergency protocols, identify potential hazards, and how to respond appropriately in the event of an emergency in accordance with the district-wide and building-level school safety plans required by T.C.A. § [49-6-804](#)
- Educate students about potential hazards in the environment they will be visiting.
- Ensure students have appropriate clothing and footwear for the trip.
- Document any incidents or accidents that occur during the trip.

Transportation

- Ensure all vehicles are properly maintained and adhere to safety regulations.
- Ensure that the driver is aware of necessary details and any potential hazards that may arise during the trip.
- Instruct students on appropriate behavior during travel. Click here to look at best practices for student safety on school buses. [School Buses - National Safety Council \(nsc.org\)](#)
- Have a roster available for all students that are on the field trip.

Communication

- Establish a chain of command for emergencies.
- Have several forms of redundant communication in the event of an emergency.
- Provide parents with detailed information about the trip, including itinerary, emergency contact numbers, and ensure parent permission to attend the field trip is received.
Establish a system for keeping parents informed of any changes or incidents during the trip.

Outdoor Safety

Spring and Summer offer sunshine and warm weather. When temperatures soar, heat injuries can occur. The following strategies can help protect students from heat-related illnesses and hazards:

- All staff should be trained to know the signs of dehydration, heat stroke, and other heat-related illnesses.
- Frequent breaks for rest and hydration should be provided. Always have water available for emergencies.
- Keep water available while transporting students on buses, especially in cases where the bus is not equipped with air conditioning or to prepare for vehicle breakdown.
- When scheduling outdoor activities, identify opportunities for shade.
- The National Federation of State High School Associations (NFHS) has an online, no-cost Heat Illness Prevention training available.