

## Appendix C

### Sample Risk Assessment Form

**Risk Assessment Questions Child's Teacher asks Coordinator of the Field Trip Destination**

Field Trip Destination: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Allergy(ies): \_\_\_\_\_

Circle Child's Sensitivity: (circle)      Contact      Ingestion      Cooking Vapors

Teacher in Charge: \_\_\_\_\_

Field Trip Date: \_\_\_\_\_      Field Trip Time: \_\_\_\_\_

Destination Contact Person:

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of Conversation \_\_\_\_\_

Date of Telephone Conversation with Parent \_\_\_\_\_

Child's Parent Attending: (circle)      Yes      No

Nurse Attending: (circle)      Yes      No

**Questions**

1. Will any one at the field trip destination be distributing any food or beverage of any type, and what is it?
2. Will the children on the field trip be touching any type of food, and what is it?
3. Is there any food displayed at the site, and what is it?
4. Is any food used in any of demonstrations or as feed for any animals that the children can buy or are given, and what is it?
5. Are there any hands-on activities that involve food, and what is it?
6. Which trained adult will proctor the child with food allergy while s/he is washing his or her hands with soap and water before snack/lunch. Will the child bring his own soap?
7. How will snack/lunches be stored on the bus ride to the fieldtrip destination?
8. Which adult will be responsible for storing and distributing the children's snack/lunches?
9. Where will children eat snack?
10. Where will children eat lunch?
11. Where will students use wipes after snack/lunch?

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12. Are the tables where the children eat able to be adequately washed with soap and water (and by whom?) or do they need plastic tablecloths?
13. Which trained adult will be in charge of the child's snack / lunch who has food allergy?
14. What steps will be taken to keep the child's lunch/snack separate from the others?
15. Which person will distribute the child's snack/lunch?
16. Which person will check to be sure that the offending allergen is not given to the child?
17. Will the teacher in charge discuss with all attending adults, teachers and parent chaperones, that under no circumstances is the child to be allowed to eat or touch or given any food or drink by any other adults? The child must only eat/drink food that has been provided by the parent and distributed to the child by the teacher/nurse in charge.
18. Will it be discussed that the EpiPen Jr. must be with the child on all fieldtrips, both long and short?
19. Who will be responsible for carrying and administering the medications in an emergency situation?
20. Will medications, authorizations and emergency care plans be routinely sent with classroom teachers for all medically involved students when leaving the school grounds for any reason, including brief walks and hikes?
21. Do the parents always want the child's regular classroom teacher to be his or her proctor on a field trip?
22. Do the parents want the child's regular classroom teacher or school nurse to carry the Medicine Pack?
23. Do the parents want to be able to accompany the child on a field trip, but not be responsible for a whole group of children?
24. Will all teachers and adults responsible for children on the field trip review the Emergency Response Protocol prior to the field trip?
25. Will the teacher in charge privately remind parent chaperones of the child's food allergy, and to be sure not to give him any food?
26. Since different adults will be involved with each field trip, will the teacher in charge create a list of trained adults who can administer the EpiPen Jr.? (Ex. #1 Nurse's Name, #2 Teacher's Name, #3 Teacher's Name)
27. Will the school nurse not be given a group of children to proctor, but travel with the regular classroom teacher?
28. Will the nurse map out a route to the nearest hospital from the field trip destination and give it to the classroom teacher the before the day of the field trip?
29. Will this emergency driving route be given to the bus driver?
30. How would the teacher contact 911?
31. What steps will be taken if 911 (no cell phone connection) cannot be reached in the event of an emergency after the child has received the EpiPen Jr.?
32. Will the nurse/teacher carrying the medicine pack carry a charged cell phone?