



Field Trip Safety  
Ohio Administrative Code 5101:2-12-14  
Updated August 2023

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## RULE SUMMARY

When transporting children off-site the program shall obtain written and signed permission from the parent, staff/child ratios shall be met and children shall be properly supervised at all times. A person trained in First Aid, Management of Communicable Disease and CPR shall be present. The following shall be available for all trips: first aid supplies, a completed Child Enrollment and Health Information form (except for routine walks), a completed Child Medical/Physical Care Plan, any emergency medications, a written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency. The center must ensure that cellular phones or other means of immediate communication are available. Each child shall have identification attached to their person, which states the center's name, address, and a contact telephone number in the event the child becomes lost.

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## REQUIRED DOCUMENTATION

- Written and signed permission from the parent for the field trip (update annually)
- Child Enrollment and Health Information (JFS 01234)
- Child Medical/Physical Care Plan (JFS 01236) *If applicable*

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## TIPS FOR MAINTAINING COMPLIANCE

- Make sure a complete first aid kit is on each vehicle as well as at the field trip destination.
- Store Child Enrollment and Health Information for each child in a portable file box.
- If applicable, pack all medications and Child Medical/Physical Health Care Plans.
- Assign one adult to a smaller group of children for easier tracking.
- Develop a system to ensure all children are off the vehicle.
- Ensure enough working seatbelts for one child per seatbelt.

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## FREQUENTLY ASKED QUESTIONS

- Q.** Is identification required to be on children who are taken off site for swimming field trips?
- A.** Identification is not required by rule to be attached to children during a swimming activity. However, it is a good practice to attach identification to children while involved in swimming activity. Please be advised that identification may not be worn around a child's neck during a swimming activity.  
Please Note: Various companies sell identification wrist bands that can be worn during swimming activities.
- Q.** What is the difference between a field trip and a routine trip?
- A.** A field trip is an infrequent or irregularly scheduled excursion from the program, such as attending the zoo or going to the movies. A routine trip is a repeated excursion off the premises which regularly occur on a scheduled basis, such as weekly walks to an area library or transporting to and from school.