

SAFETY PROCEDURES FOR FIELD TRIPS TO QUINTA MAZATLAN

City of McAllen Parks and Recreation Department

The following procedures are guidelines for staff and volunteers at Quinta Mazatlan when working with all school students, at every grade level.

1. If a minor injury occurs while on the premises of Quinta Mazatlan, a child will be taken inside for evaluation. If a band-aid, water, and rest are the appropriate treatment for the problem, a child will be given ample opportunity to recuperate. A cot will be provided for quiet downtime, under the supervision of a parent volunteer or teacher from the visiting school.
2. If a child vomits, has fever, or faints, the school nurse will be called immediately. Quinta Mazatlan staff will allow the teachers and the school nurse to determine the best course of action. For example, the nurse will decide if the child needs a parent to be called or more serious medical attention. If a child needs to be picked up by a parent, the school nurse shall make the arrangements.
3. If a child faints, collapses, or cannot physically move while on a field trip, a Quinta Mazatlan staff person will immediately notify the receptionist via 2-way radio or similar device. Additional staff may be required to help move the student, if appropriate. The school nurse will be notified immediately, so that the best course of action can be determined. If a 911 call must be made, the staff will act within the limits of their training to assist medical authorities. Communication must be swift between teachers, the school nurse, and Quinta Mazatlan staff so they can work together to take care of the child in the best manner possible.
4. If a student has an allergic reaction to an insect bite or contact with a plant, the school nurse will be notified immediately. The school nurse will recommend the appropriate action. Teachers should be aware of this potential and have the appropriate procedures and medications available.
5. Students will never be allowed to explore alone on the premises. A parent volunteer or teacher will escort students to the restroom or main house for medical attention.
6. An incident or accident report must be submitted to the City and school's Risk Management Departments as soon as possible (two to three hours), with a copy provided to the parks and Recreation office. Any questions from parents or school administrators shall be referred to the City's Risk Management Department or the Director of Parks and Recreation.
7. Release of information shall be consistent with the policies of both the visiting school and the City of McAllen.