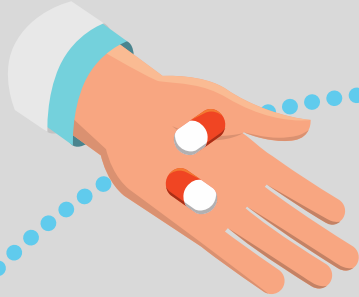


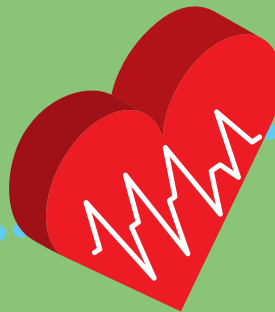


# SCHOOL THE WORLD



## NURSE KIT

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# TABLE OF CONTENTS



3. WELCOME

4. ABOUT STW

5. WHAT TO EXPECT

7. IMPORTANT INFORMATION

8. YOUR ROLE

12. TRAVEL TIPS



# WELCOME

Thank you for your interest in becoming a nurse as part of our service learning program! Each service trip is extremely valuable both for the students and the community they will be serving, and it would not be possible without the dedication of helpful nurses. Your role is an important one, as you will share the responsibility for ensuring that students have a safe and rewarding experience.

This guide will provide you with all the information you'll need to effectively help manage our students and have a great time including: what to expect from the trip, travel guidelines, and expectations for both you and the students.



# ABOUT STW

School the World is a nonprofit 501(c)(3) organization founded on the belief that empowerment begins with education. Our goal is to provide access for quality education to those living in the rural villages of Central America. Together with local governments, our partners, and deeply engaged parents, we provide young children living in the poorest communities the opportunity to learn so they can work towards a brighter future. Founded in 2009, STW broke ground at its first school in Guatemala. Since then, we have built 75 primary schools, 39 playgrounds, trained 323 teachers supporting 8,200 students in Honduras and Guatemala. We have also empowered over 4,900 parents to become the "first educators" for their children.

STW's Service Learning Program was strategically designed for US High School students to fund the construction of a new primary school and/or playground in Guatemala while also engaging in a true cultural exchange with the community. Our program travels during school breaks and summer to Quiche, Guatemala where students participate in the construction and dedication of a new school and/or playground.



# WHAT TO EXPECT

During this trip, students will be building a primary school and/or a playground in a community living in extreme poverty. At the end of the trip, the entire community, the local Mayor, and the Ministry of Education will participate in an official Dedication Ceremony to celebrate the partnership between all stakeholders in the funding and building of this project. The Guatemalan students will start learning in the new school the following week!

As a nurse chaperone, you will help to oversee all of our student travelers. For transportation purposes, you will be assigned a specific van and a smaller group of students. This is your van group for the week and it is your responsibility to make sure that each student is present. Please also make sure that the students in your van pick up after themselves and carry any trash out with them. We do not allow students to switch vans unless it is determined by STW staff that there is a relevant need.



# WHAT TO EXPECT

During this 8-9 day adventure, you will be acting as an extension of STW staff, and as such, you are expected to set a good example and manage the students safely and responsibly.

You will also act as a resource for students to come to with any questions and concerns. The ratio of adults to students is 1:6.

Safety is our top priority for every component of the trip. Your group leader (STW staff member) is trained in our safety procedures and can answer any questions you have regarding preparedness.



# IMPORTANT INFO



## QUALIFICATIONS

- Basic Health Care First Aid
- Experience with high school students

## GENERAL INFORMATION

- STW has a well-defined emergency preparedness plan for this program which each Nurse will be briefed on prior to travel
- Our staff always works as a team in any emergency situation, you are never alone
- For every trip there is a phone tree from Guatemala to the US to communicate with families; each Nurse is provided with an in-country cell phone
- Be prepared to come home early or stay a few days late with sick/hospitalized student (seldom, but it does happen!)



## FEES AND RELATED INFORMATION

- STW hosts our Volunteer Staff Nurses, paying for transportation, lodging, food, and any additional minor changes you incur due to health issues of students. Keep an expense log as needed.
- Individual pays for any gifts or extra food in Guatemala City and Antigua as well as in airports on travel days (baggage and food).
- STW staff provides the nurse his/her own room in all hotels (Antigua & rural area).



# YOUR ROLE

As a nurse and chaperone, you will be expected, above all, to model appropriate behavior for the students. As such, chaperones are prohibited from using tobacco, alcohol, or inappropriate language and may not possess any form of weapon. If you have any questions about these policies, please consult a STW staff member for more information. You will be responsible for a group of 8-10 students that will be traveling with you in the van every day to and from the community. Keep in mind the following expectations to manage your students as effectively as possible while traveling:

- **ACCOUNT FOR ALL OF YOUR STUDENTS BEFORE DEPARTING EVERY LOCATION.** If there is anyone missing or in the wrong place, notify a staff member immediately. **NEVER** let the van leave with an incorrect number of students. Attendance must be taken every time the van departs.
- **GO OVER PROPER TRAVEL BEHAVIOR WITH YOUR STUDENTS.** Students are required to wear seatbelts and not move around when the van is driving. We encourage students to get to know each other during their van rides; however, if certain language or conversations are not appropriate, please address this. Our drivers typically let the students play their own music. We ask that any music played is free from profanity.
- **MAKE SURE YOU ARE AVAILABLE TO THE STUDENTS FOR THE DURATION OF THE RIDE.** They may have questions throughout the trip. If you do not know the answer, let them know that you will ask a staff member and report back. Should a student need to pull over at any time, please alert the driver and he will inform the rest of the group to stop.



# YOUR ROLE

In addition to overseeing a small group while traveling, you will be responsible for the safety and supervision of the entire service group along with the other chaperones and STW staff. Keep these expectations in mind regarding all students:

- **PROPER STUDENT BEHAVIOR IS MANDATORY.** Should there be a behavior problem with one or more of the students, report the problem to a STW staff member so they can properly address the issue.
- **FAMILIARIZE YOURSELF WITH THE TRIP'S ITINERARY.** Be prepared to answer any questions that students have about the day's activities. Additionally, be prepared to discuss the day's events with students. Staff and chaperones will meet each night to make sure that everyone is prepared for the day to come, as well as addressing any situations that all staff and chaperones should be aware of (health, incidents, etc.).
- **FAMILIARIZE YOURSELF WITH SAFETY AND EMERGENCY PROCEDURES.** You are the on-call nurse should any medical concerns arise. Be aware of all emergency phone numbers and relevant medical information, should you need to use them.
- **KNOW THE PROPER DRESS CODE** for each part of the trip (at the community, visiting Antigua, etc.) and enforce students' adherence to the dress code if needed.
- **NEVER LET STUDENTS WANDER ON THEIR OWN.** They should always be in groups of 2 or more in airports, community, etc. Students are not allowed to leave the hotels after we come back each evening unless we are traveling somewhere as a group.
- **AS WITH YOUR TRAVEL GROUP, BE SURE YOU ARE ALWAYS ALERT** and available to the students and staff. You should plan to be on call 24/7, as STW staff and nurses will be the front line.
- If you learn any sensitive information about students, **THE INFORMATION MUST BE KEPT CONFIDENTIAL.**
- **SHOULD A STUDENT BECOME ILL** and you determine s/he is unfit for the day's activities, you may be asked to stay back at the hotel while they rest.

# YOUR ROLE

## USA/STATE-SIDE RESPONSIBILITIES (PRE TRIP)

- Attend final informational meeting with students and parents, as available.
- Help as needed with health profiles prior to trip: review and comment as needed, note student allergies, medications, health conditions, and food preferences. The STW trip coordinator creates these documents from student submitted forms and will share with you prior to departure.
- Assist STW coordinator, identify any first aid supplies that we bring back from USA due to cost or availability, such as ice packs.
- Confirm that STW will have cash/credit card for emergency services in Guatemala. All treatments/appointments are paid at time of service in cash.

## FLIGHT

- Carry a simple first aid kit for initial issues and home bound issues (like Neosporin, band aides, Pepcid, Motrin, Tylenol, hand wipes)
- STW staff will provide you with all contact information and health forms (as previously mentioned), which should be carried with you at all times
- Know students who are Epi Pen carriers. Each airline can be different with carry-on procedures.



# YOUR ROLE

## IN COUNTRY RESPONSIBILITIES AND THINGS TO KNOWS

- There is always an interpreter to accompany you in emergency scenarios.
- Monitor/supervise first-aid kits daily. There is one per community/nurse and are to be transported to community each day. One should always be removed from van at each hotel at night to be with group.
- Communicate with students' families as indicated and with team involvement should illness require.
- Documentation: All STW staff and nurses are required to keep an activity log of any medical attention given. Incident Reports are also to be filled out as appropriate. All documents are provided to Nurse from STW staff prior to trip departure.
- Serve as a chaperone for entire trip, option to participate in daily work as well as in our nightly debrief discussions.
- Provide nursing care as needed:
  - Attention to injuries, physical and emotional
  - Medication administration as needed
  - Accompany student/staff during medical emergencies. Be prepared to sleep on couch in hospital room, if appropriate, as these students are minors and far away from home (2x students have stayed overnight in hospital).

## NURSING HISTORY OF PAST TRIPS TO NOTE

- Requiring hospitalization: intestinal infection X1 and seizure X1
- Common physical: motion sickness, diarrhea, stomach aches, bites from dirt dwellers, minor cuts from physical work, ankle injuries from loose gravel, dehydration, sunburns
- Common emotional: home sickness, anxiety from first time exposure to third world environment, reluctance to use community bathrooms
- Some of the typical medications that past students came with: anti-anxiety/depression, ADHA, antibiotics, birth control, diabetic medications, probiotics, seizure medication



# TRAVEL TIPS

You will be meeting our staff and the students at the airport on the day of travel. As such, you will be jointly responsible for guiding them through the travel process. Keep in mind the following suggestions and guidelines to make traveling as smooth and stress-free as possible.

- Not all students will be familiar with airport and security procedures. Plan to go over the security screening process with anyone who is unfamiliar. The TSA website ([tsa.gov](https://www.tsa.gov)) has helpful information on security screenings that you can refer to, if needed.
- Students will need assistance with check-in. Please be available to assist however a STW staff member may need.
- Be aware that some students may have anxiety about flying or airports in general, and be prepared to mitigate their fears with gentle reassurance.
- Advise students to remove all liquids and metals from their person/carry-on to avoid delays in screening process.
- Before entering the security checkpoint, make sure all students have their BOARDING PASSES and PASSPORTS. Advise students to put their passports immediately into their backpacks following security. A STW staff member will collect student passports once settled in Guatemala.

before leaving, make sure...

your passport is valid and up to date (it cannot expire within 6 months of our return date), or you have an appropriate travel visa

you've consulted a doctor who has declared you fit to travel, and you are up to date on any recommended vaccinations

you have informed a STW staff member of any serious allergies or dietary restrictions



# TRAVEL TIPS



- Our travel agent typically books all the seats together and students need to sit in the seat that was assigned to them. They are only allowed to switch seats with another STW student. They cannot sit in a random seat next to a friend.
- Some students are anxious about traveling and ask to sit next to a friend. Before boarding, coordinate the switch among the other student next to specific friend.
- Keep a general eye on all students throughout the flight, making note of where they are seated.
- When traveling through the airport, one chaperone should always be leading and one should always be bringing up the rear to keep students organized in a single group.
- Never let students wander by themselves through the airport; they should always be in groups and/or supervised by a chaperone or staff member. Should they travel off in groups to buy food, use restroom, etc., make sure that everyone is aware of the exact meeting time at the gate. A chaperone will always stay behind at the gate should any students need assistance.
- Emphasize the importance of appropriate behavior in the airport.