



Emergency Procedures for Trips

Important: This document must be taken on all school trips

HEALTH AND SAFETY INFORMATION FOR STAFF

PROCEDURE FOR ACCIDENT OR ILLNESS

If a pupil has been injured or becomes ill, the following points should be considered: -

- The School cannot administer medicines unless written permission has been obtained from the parents in advance. If a pupil self-administers medication please ensure that they record their name, the time, type of medication, dose and amount taken.
- One of the School's qualified First-Aiders should be called to stabilise the child's condition and give advice. Care should be taken to avoid contact with blood etc. In such cases gloves must be used.
- Parents must be informed as soon as possible, even if the injury does not seem serious. **This is particularly true of head injuries.** Proper arrangements should be made to get the child home, if necessary. Parents must be contacted directly to inform them that their child has had a head or other significant injury or illness. All pupils must be given a copy of the First-Aid/Accident form to take home.
- In case of accident, details of the incident should be recorded as soon as possible e.g. members of staff present, pupils involved, potential witnesses; an accident report form must be completed and given to the Headteacher a.s.a.p.
- Pupils are not always the best people to judge if they are 'alright'. If in doubt an ambulance must be called. Teachers are in loco parentis and they will take a decision on treatment, rather than the pupil.



Activity/Visit leader's action card in the event of a major incident or accident whilst on a school visit

Immediate action in an emergency	Tick
Establish yourself as the person in charge. Assess the situation and take immediate action to ensure the safety of pupils and staff.	
Inform staff, volunteers and pupils that you will be responsible for communications. Staff, volunteers and pupils should be told to avoid talking to the media or spreading the story unnecessarily (particularly via use of mobile phones).	
Establish if anyone is injured and how. Administer any required First-Aid where possible.	
Call the emergency services if necessary. Try and get support so that you are not dealing with the incident on your own.	
Account for all members of the group. Ensure non-casualties stay together in a safe location.	
Be aware that you and others may be suffering from shock.	

Next steps	Tick
Contact the Headteacher or EVC.	
Please refer to attached emergency contact sheet in the event of any difficulty.	
Travel or allocate a suitable person to travel with any casualties to the hospital. Establish a contact point, if possible a member of staff should remain at incident site to liaise with emergency services.	
Give clear details of what has happened and who is involved. Please see attached sheet to assist you.	
Discuss with the Headteacher or EVC who should inform parents and next-of-kin or pupils and staff.	
The Headteacher or EVC should contact the Trust CEO on your behalf.	
Do not discuss the legal liability.	
Avoid speaking to the media – if necessary direct them to the EVC/Headteacher.	
Arrange or liaise with EVC/Headteacher for non-casualties to return to school.	
Make notes of what has happened and your actions. Obtain facts and clear information. Keep a record of witnesses. There is a log sheet attached to assist you.	
Keep in contact with the Headteacher or EVC and complete any required paperwork such as accident forms. In the event of a serious incident the EVC/Headteacher will need to report to HSE.	



INCIDENT LOG SHEET FOR TRIP LEADERS

NATURE OF INCIDENT: _____

NAME: _____

DATE: _____

SHEET NO: _____

Time line of events to include: Time, Emergency Services, EVC/Headteacher contacted if required.

Witnesses (names, addresses, phone contacts)

First-Aid given

Actions to find safe environment for rest of party

General notes

On the reverse of this document, please draw diagrams of scene e.g. road position (it may be appropriate to take photos).



LOG SHEET FOR TELEPHONE CALLS

No.	Time	Name	Information	Action Required
		From /To		
		From /To		
		From /To		
		From /To		



Trips – Health and Safety

CONFIDENTIAL: EMERGENCY TELEPHONE NUMBERS DIRECTORY

CONTACT		PHONE NUMBER	
		IN SCHOOL HOURS	OUT OF SCHOOL HOURS
<i>*insert school name</i>		SEE BELOW	
Executive Headteacher / Headteacher/ Head of School	<i>Insert name here</i>	<i>Insert number here</i>	<i>Insert number here</i>
	<i>Insert name here</i>	<i>Insert number here</i>	<i>Insert number here</i>
Deputy Headteachers / Assistant Head Teachers	<i>Insert name here</i>	<i>Insert number here</i>	<i>Insert number here</i>
	<i>Insert name here</i>	<i>Insert number here</i>	<i>Insert number here</i>
Business Manager	<i>Insert name here</i>	<i>Insert number here</i>	<i>Insert number here</i>
Site Manager / P.O	<i>Insert name here</i>	<i>Insert number here</i>	<i>Insert number here</i>
Trust CEO	Paul Stone	07870 194 191	07870 194 191
DSAT Central Team	Louise Barber / Paul Stone	0116 2793462	07870 194 191
Foreign and Commonwealth Office		UK ONLY: 020 7008 1500	ABROAD: +44 20 7008 1500