



# **Buckstones Community Primary School**

## **Policy for Educational Visits**

**Written and agreed by staff: Monday 18<sup>th</sup>. March 2013**

**Adopted by Governors: 30<sup>th</sup>. April**

**Signed by Chair:**

# **Buckstones Community Primary School**

## **Educational Visits Policy**

### **Introduction**

All schools are required to offer children a broad and balanced curriculum that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities and experiences of adult life.

At Buckstones we seek to ensure that the National Curriculum is delivered to all children, regardless of social background, race, gender or differences in ability. All are entitled to the development of knowledge, understanding, skills and attitudes. To enrich the curriculum for our children, we also offer a range of educational visits and other activities that add to what they learn in school.

### **Organisation**

Within each year group's programme of work, teachers plan educational visits and activities to support the children's learning.

A pre-visit to the location in order to complete the Risk Assessment must be undertaken. Funds are available for supply cover if the pre-visit taken place during school time. Alternatively, if staff undertake the pre-visit in their own time, expenses will be reimbursed.

Risk assessments are completed online using the Evolve website [www.oldhamvisits.org.uk](http://www.oldhamvisits.org.uk)

**See Appendix A** for checklist of attachments to include when submitting a visit to Evolve.

### **Roles and Responsibilities**

#### **Group Leader**

It is the responsibility of the Group Leader to:

- Carry out a pre-visit to venue(s)
- Complete the Visit Leader Checklist (**Appendix B**) to ensure that they are a suitable visit leader
- Ensure that suitable Evolve submission is made, making sure that the appropriate paperwork is in place (see checklist in **Appendix B**, see **Appendix G** for sample risk assessment)
- Ensure that correct staffing ratios are in place
- Clearly define each group supervisor's role, including the appointment of a deputy, ensure that all tasks have been assigned and brief group members, supervisors and parent helpers as appropriate (see Visit Checklist). *This includes ensuring that group supervisors have details of the school contact and emergency procedures.*
- Ensure that an Emergency Card has been completed and is taken on all trips (**Appendix E**)
- Make sure that a suitable Plan B is available (including having available funds as necessary)
- Ensure that adequate first aid provision will be available (including having a member of staff with an up-to-date first aid certificate)
- Complete an evaluation of the trip on Evolve.

**For Residential Visits,**

- Ensure that home contacts (Head or Deputy) have a copy of emergency contact numbers and Emergency Card (**Appendix E**)
- Have parents' permission to administer non-prescribed medicines (**Appendix F**)

### Teachers and Teaching Assistants

- Teachers must do their best to ensure the Health and Safety of everyone in their group and act as any reasonable parent would do in the same circumstances.
- They should follow the instructions of the Group Leader, adhere to the risk assessment agreed and help with control and discipline.

### Adult Volunteers

Non-teacher adults should be clear about their roles and responsibilities.

Adults acting as supervisors must:

- Do their best to ensure the Health and Safety of everyone in their group
- Not be left in sole charge of pupils except where it has been previously agreed as part of the Risk Assessment.
- Follow the instructions of the Group Leader and teacher supervisor's and help with control and discipline.

### Pupils

The Group leader should make it clear to pupils that they must follow the instructions of the leader and other supervisors, including those at the venue of the visit. The safety of pupils is paramount at all times. Children will wear hi-visibility jackets to make themselves recognisable to our staff.

### Charging

In schools, the education provided wholly, or mainly during school hours is free. This means that we do not charge parents for any visit that takes place during school hours. We do, however, ask parents for a voluntary contribution in order to assist with the costs of the visit.

Unfortunately, in the last resort, we reserve the right to cancel the visit if insufficient voluntary contributions are made.

## **Insurance**

Insurance cover for day trips is automatically included under the school's general 'Personal Accident for Children Policy'. This covers children for personal accident benefits should they sustain an injury on or off school premises.

For trips including an overnight stay a 'School Journey Insurance' policy will be taken out.

Insurance-related paperwork for all visits (including residential trips) is now completed via Evolve.

## **First Aid**

First Aid should form part of the Risk Assessment. The group leader should ensure that a qualified first aider is part of their party, who should have a good working knowledge of first aid and who will ensure that an adequate first aid box is taken on the visit and is with the party at all times. (see list of First Aiders on staff room wall). An example of what a first aid kit should contain is included in **Appendix H**.

## **Supervision**

Under normal circumstances for visits to local sites, museums, walks etc the following minimum ratios apply:

- 1 adult to 4 pupils in the Foundation Stage
- 1 adult to 6 pupils in Years 1 - 3
- 1 adult to 10+ pupils in Years 4 - 6

Parents (including staff) should never have their own children in their groups.

Any visit involving a higher risk will need a greater level of supervision; this will be indicated on the Risk Assessment form eg. Year 6 trip to London.

In addition to the teacher in charge, there should be enough supervisors to cope effectively with an emergency. Residential trips may need a higher level of supervision.

Permission to attend trips with a higher risk (such as Year 5's residential to Robin Wood or Year 6's day trip to London) will be taken to the governors. On residential trips where a mixed group will be accompanied by female staff only, governors must also be made aware of this.

### Parents & Volunteers

Parent and volunteers should be carefully selected and well known to the school. For the protection of both adults and pupils all adult supervisors should ensure that they are not alone with an individual pupil wherever possible.

### The Trip Itself

#### Preparing Pupils

- Pupils should understand clearly what is expected of them and what the visit will entail.
- Good standards of behaviour are expected at all times and rewards and sanctions will apply as if at school.

#### Head Counts

- All supervisors should carry a list of pupils (which includes home telephone numbers) and adults on the visit. Pupils should be able to be easily recognised eg wearing school uniform but must not wear name badges.
- The Group Leader should ensure that regular head counts take place (particularly when leaving the venue), establish rendezvous points and tell the pupils what to do if they become separated from the group.

### Pupils with AEN or Medical Needs

Special attention should be given to appropriate supervision ratios and additional safety measures may need to be addressed at the planning stage if pupils with more complex AEN and/or medical needs are to be present on the visit.

All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures.

Teachers should ensure that any necessary medication eg inhalers, epi pens etc are with them at all times. They should check that this is in school before the day of the trip.

### **Informing Parents**

Parents should be informed in writing of any off site activity or visit unless it is a regular part of the school curriculum which parents have already been informed about through the school prospectus or letter.

Parental consent needs to be given for all other visits and a parental consent form must be completed for each pupil in the group.

### **Transport**

In order to ensure that the coaches used for visits are suitable and conform with legal requirements, our policy is to use a local reputable firm for all school visits, except where the purpose of the visit is to use public transport, or where the LA hires coaches on behalf of the school eg: to take pupils to swimming lessons. A standard Risk Assessment applying to all travel by coach has been carried out.

### **Keeping in Touch**

The Group Leader should ensure that routine contact is made with school 3 times during the visit, this should be done via the school mobile. Phone calls should be made at the following times:

1. On arrival at the venue
2. During the break for lunch
3. On leaving the venue - this should include an approximate time of arrival at school

Further call(s) should be made if arrival at school is likely to be delayed.

### **Emergency Procedures**

The Group Leader must ensure that all members of the group know what action to take if there is a problem.

The Group Leader must ensure that a complete list of children (together with their emergency contact numbers and medical needs) is available at all times. A copy of this must also be left in school and should be taken home by The Head Teacher / EVC for visits which fall out of school hours. They must also have a copy of Emergency Card (**Appendix C**) with them.

The Group Leader must have their own mobile phone with them at all times and must ensure that there are at least 2 school-based contacts available for the duration of the visit ie office, Head, Deputy, in case of an emergency.

## Educational Visits Policy

### List of Appendices

- A What to attach to Risk Assessments via Evolve
- B Visit Leader Checklist
- C Emergency Card (Visit Leader)
- D Form EV2: Visit Checklist
- E Emergency Card (Home Contacts)
- F Use of Non-Prescription Medicines Form (Residentials)
- G Sample Risk Assessment
- H Sample First Aid Kit

## **APPENDIX A**

### **What to attach to Risk Assessments submitted via Evolve**

#### **Risk assessments:**

- ✓ Generic Risk Assessment which includes transport (school's version) \*
- ✓ Event-specific Risk Assessment (may be combined with above)
- ✓ *If available, event-specific Risk Assessment (provided by venue)*

*\* see below for sample Buckstones Risk Assessment*

#### **Letters:**

- ✓ Consent / information letter to parents (*office to send one to staff member completing form via First Class*)

#### **Miscellaneous:**

- ✓ Class list
- ✓ EV2: Visit Checklist (*see below for blank Visit Checklist*)
- ✓ Visit Leader Checklist

#### **For residential trips**

As above, plus

- ✓ Insurance Form (completed via Evolve)

**Miscellaneous:**

Please ensure that you take the following with you on your visit:

- ✓ First Aid kit
- ✓ Medication as necessary (eg. asthmas inhalers)
- ✓ Emergency contact numbers
- ✓ Mobile Phone (please make sure we have you number in school)
- ✓ Emergency Card for Visit Leader (*see below*)

**APPENDIX B**  
**Visit Leader Checklist**

**PLEASE COMPLETE THIS FORM PRIOR TO ANY VISIT**  
**(AND ADD IT TO YOUR RISK ASSESSMENT ON EVOLVE)**

|  | Please tick |
|--|-------------|
| I have been formally approved to carry out the visit   |             |
| I am specifically competent and meet the requirements of employer guidance   |             |
| I have undertaken Visit Leader training as recommended / required by my employer   |             |
| I have planned and prepared for the visit, involving staff in the planning and risk management process to ensure wider understanding         |             |
| I have kept my EVC informed at each stage of the planning process  |             |
| I have undertaken a preliminary visit if appropriate or required by establishment policy   |             |
| I have involved young people in these processes, wherever appropriate  |             |
| I have defined the roles and responsibilities of other staff (and young people) to ensure effective supervision, and have appointed a deputy |             |
| I have shared details of 24/7 emergency contacts and emergency arrangements with key staff (if applicable)                                   |             |

|   |  |
|---|--|
| I have obtained parental consent forms (where required), medical details and contact details and these have been copied and shared with relevant staff and providers  |  |
| I have checked whether insurance arrangements are adequate  |  |
| If accompanying leaders take a family member on a visit, there are adequate safeguards to ensure that this will not compromise group management (if applicable)   |  |
| Child protection issues are addressed, including CRB/ ISA checks and processes where appropriate  |  |
| I have disseminated relevant information to supporting staff  |  |
| There is access to first aid at an appropriate level (ie. a First Aider)  |  |
| Relevant information has been provided to parents and young people and pre-visit information meetings have been arranged where appropriate  |  |
| All aspects of the visit (both during and after the event) are evaluated  |  |
| Staff and other supervisors have been appropriately briefed on: <ol style="list-style-type: none"> <li>1. the nature of the group, including age, health characteristics, capabilities, special educational needs, likely behaviour and any other information relevant to the planned activities</li> <li>2. the nature and location of the activity</li> </ol> |  |
| The visit is effectively supervised - staffing ratios meet requirements of good practice  |  |
| I understand that the overarching duty of care remains with establishment leaders, even when partial responsibility is shared with a provider   |  |
| Staff and third party providers have access to emergency contact and emergency procedure details  |  |

**APPENDIX C**  
**Emergency Card (Visit Leader)**

**PLEASE TAKE THIS FORM (DOUBLE\_SIDED) ON ALL VISITS**

**Side 1**

⇒ **Assess the situation:**

- Deal with immediate danger to self or other group members.
- Account for all members of the group.

⇒ **Administer first aid:**

- As appropriate, remembering priorities ABC.

**Airway**

**Breathing**

**Circulation (bleeding)**

- Make any casualties as comfortable as possible, but only move them if absolutely necessary (e.g. to maintain airway if unconscious).

⇒ **Call emergency services:**

Dial 999 for Ambulance, Police, Fire Brigade, Mountain Rescue or Coastguard as required.

⇒ **Inform school and LA emergency centre** so that they can initiate Critical Incident Action Plan

School / Service Emergency number **0161 770 5850**

Home Contact number (Out of hours) **N/A**

Home Contact mobile number **either Sarah H or Mel's mobile numbers**

LEA Emergency number **0161-633-1803**

⇒ **Establish a contact point and identify a member of staff to liaise with the emergency services**

⇒ **Arrange for someone to travel with casualties to hospital**

⇒ **Make arrangements for non-casualties to return to school/base**

⇒ **Record details of incident and actions taken. (See over)**

(Side 2)

**INCIDENT LOG SHEET**

As soon as possible write down the following to inform any investigation:

|                          |  |
|--------------------------|--|
| <b>Time of incident</b>  |  |
| <b>Date</b>              |  |
| <b>Brief description</b> |  |

|                  |  |
|------------------|--|
|                  |  |
| <b>Location</b>  |  |
| <b>Witnesses</b> |  |

Information to provide to Emergency Services (and later to school/service):

|                                     |  |
|-------------------------------------|--|
| <b>Names of those involved</b>      |  |
| <b>Number of people injured</b>     |  |
| <b>Total number in group</b>        |  |
| <b>Details of injuries as known</b> |  |
| <b>Action taken so far</b>          |  |
| <b>Contact point</b>                |  |

**APPENDIX D**  
**EV2 Visit Checklist ~ NAME OF TRIP**

This checklist is an essential part of the risk management process and is applicable for all visits.

The visit should only go ahead if the answer to all applicable questions is 'YES' or N/A

### Before the visit:

- |     |  |     |    |
|-----|--|-----|----|
| 1.  | Have the educational aims of the visit been clearly identified?  | Yes | No |
| 2.  | Is the visit appropriate to the age, ability and aptitude of the group?  | Yes | No |
| 3.  | Has there been suitable progression/preparation for young people prior to the visit?   | Yes | No |
| 4.  | Does the visit comply with any guidelines specific to your school / service?   | Yes | No |
| 5.  | Does the visit comply with any specific OMBC guidelines? (See relevant sections)   | Yes | No |
| 6.  | If a member of staff is going to <u>lead</u> an adventurous activity, have they been 'approved' by OMBC? (See requirements in ORGEV)   | Yes | No |
| 7.  | If using an external provider, tour operator or residential centre, has the provider satisfactorily completed and returned a Contractor/Provider Declaration form? (See ORGEV section 2.5) | Yes | No |
| 8.  | Are transport arrangements suitable and satisfactory? (See ORGEV Section 4)  | Yes | No |
| 9.  | If the visit is residential, have appropriate measures been taken to ensure the suitability of accommodation?  | Yes | No |
| 10. | If the visit is overseas, have appropriate additional measures been taken to ensure the suitability of activity and safety of participants?  | Yes | No |
| 11. | Have you conducted a pre-visit? (normal procedure for most visits within the UK).<br>If not, have appropriate additional checks been made?   | Yes | No |

- |     |   |     |    |
|-----|---|-----|----|
| 12. | Do the adults in the party have the appropriate skills for the visit?<br>(Check this carefully and arrange suitable training and/or briefing to clarify your expectations).   | Yes | No |
| 13. | If any staff are taking their own children on the visit, does this comply with school / service policy, and LA guidance (See ORGEV 3.2)   | Yes | No |
| 14. | Have any adult helpers (non employees) been approved by the Headteacher / Head of Service and been CRB cleared where necessary (e.g. for residential visits)?   | Yes | No |
| 15. | Is the level of staffing sufficient for there to be an appropriate level of supervision at all times? For residential visits, does staffing comply with LA requirements (see ORGEV 3.5)?  | Yes | No |
| 16. | Does the Visit Leader possess the necessary competence to lead the visit, and is he/she comfortable with his/her role?  | Yes | No |
| 17. | Are all support staff aware of and comfortable with their roles?  | Yes | No |
| 18. | Are all helpers aware of and comfortable with their roles?  | Yes | No |
| 19. | Has Event Specific Risk Assessment (ESRA) been carried out and will this be shared with all relevant parties? (See ORGEV 2.2 and EV3). Does this risk assessment take account of behavioural traits and special needs of group members?   | Yes | No |
| 20. | Is insurance cover adequate? (See ORGEV 3.12)   | Yes | No |
| 21. | Does at least one member of staff know the young people that are being taken away, including any behavioural traits? Have staff been made aware of dietary, medical and special needs as appropriate?   | Yes | No |
| 22. | Have young people been advised in advance about expectations for their behaviour? If appropriate, are young people aware of any 'rules', and have sanctions to curb unacceptable behaviour been identified and agreed with young people and staff? Have parents been notified if appropriate? | Yes | No |

|     |  |     |    |
|-----|--|-----|----|
| 23  | Are young people aware of the nature and purpose of the visit?   | Yes | No |
| 24  | Are parents fully aware of the nature (including contingency plans), and purpose of the visit, and has consent been obtained?  | Yes | No |
| 25  | Have all relevant details been issued? (e.g. itinerary, kit lists, etc?)   | Yes | No |
| 26  | Are staff aware of any medical needs and/or other relevant details of young people?  | Yes | No |
| 27  | Has parental consent been gained for staff to administer specific drugs/injections, and if necessary have named staff received appropriate training?   | Yes | No |
| 28  | Are staff aware of any relevant medical conditions of other staff/helpers within the group?  | Yes | No |
| 29  | Do the First Aid arrangements for the visit meet LA requirements (See ORGEV 3.8), and is first aid provision appropriate to the activity?  | Yes | No |
| 30  | Is a first aid kit (appropriate to the visit) available? (See ORGEV Section 3.9)   | Yes | No |
| 31. | Is there flexibility within the programme? Are there contingency plans that would be suitable in the event of changed or changing conditions, staff illness, etc. e.g. 'Plan B', and have these plans been risk assessed and has parental consent been obtained? | Yes | No |
| 32  | For journeys taking place outside school / service hours, do staff members have emergency contact phone number(s) for designated senior staff?   | Yes | No |
| 33  | Are staff aware of the appropriate action to be taken in the event of accident, incident or emergency (see ORGEV Appendix 4) and will Form EV4 be with the Visit Leader at all times?  | Yes | No |
| 34  | Is a weather forecast and/or other local information necessary, and  | Yes | No |

- . are staff able to access this information and act upon it appropriately if necessary? (See ORGEV 7.2.6)
- 35 A mobile phone is recommended for all visits. Are you aware of the reception in the area you are visiting? Yes No
- 36 Will the group need waterproof clothing, boots or other equipment? If so, are procedures in place for checking the suitability of equipment? Yes No
- 37 Does any specialist equipment conform to the standards recommended by responsible agencies? Yes No
- 38 Have all financial matters been dealt with appropriately? Yes No
- 39 Has the visit been approved by the Headteacher / Head of Service and EVC, and in line with Governing Body policy if appropriate? Yes No
- 40 Are full details of the visit and participants at school/service base and if appropriate with the School/Service Emergency Contact(s)? Yes No
41. If residential, overseas or involving hazardous / adventurous activities, has the visit been approved by OMBC? Yes No
- 42 If undertaking water-margin activities, has a copy of 'Group Safety at Water-Margins' been made available to all supervising staff in advance of the visit? Yes No

### **During the visit**

- 43 Do all staff have a list of young people/groups + emergency contact details and Form EV4 if out of school/service hours? Yes No
- 44 Does the school/service office have a list of the names of all participants, including adults (+ contact details if out of school/service hours)? Yes No

|     |   |     |    |
|-----|---|-----|----|
| 45  | Do staff have sufficient funds to allow for any contingencies?  | Yes | No |
| .   |   |     |    |
| 46  | Do staff have any relevant literature, work sheets, clipboards, etc?  |     | No |
| .   |   | Yes |    |
| 47  | Do staff have other items, e.g. first aid kit, + sick bags, litter sack, etc., if needed?   |     | No |
| .   |   | Yes |    |
| 48  | Are participant numbers being checked at appropriate times?   |     | No |
| .   |   | Yes |    |
| 49  | Has the group been warned of potential hazards in advance? If necessary, have specific arrangements been made to supervise these areas particularly carefully?  | Yes | No |
| .   |   |     |    |
| 50  | Are young people aware of the procedure in areas where there is traffic (e.g. if walking, is it pairs, crocodile, groups? - may young people run? - are young people aware of the procedure at road crossings? etc.)? | Yes | No |
| .   |   |     |    |
| 51. | Has a clear recall system been arranged if the group is working away from you? Do young people understand this and will they be able to respond effectively?  | Yes | No |
| .   |   |     |    |
| 52  | If a rendezvous for the group has been arranged after a period of time, does each pupil and <i>member of staff</i> know exactly where and when to meet?   | Yes | No |
| .   |   |     |    |
| 53  | Do young people know what action they should take if they become separated from the group?  | Yes | No |
| .   |   |     |    |
| 54  | Is on-going risk assessment being conducted, and if necessary the programme adapted to suit changed or changing circumstances?  | Yes | No |
| .   |   |     |    |

**At the end of the visit**

|    |   |     |    |
|----|---|-----|----|
| 55 | Are appropriate arrangements in force for the dismissal/return of young people? | Yes | No |
| .  |   |     |    |

|    |   |     |    |
|----|---|-----|----|
| 56 | Has the Visit Leader reported back to the EVC?  |     | No |
| .  |   | Yes |    |
| 57 | Has the group been debriefed and any relevant follow-up work completed?   |     | No |
| .  |   | Yes |    |
| 58 | Have all loose ends been tied up, e.g. paperwork, finance, thank you letters, etc?                                  |     | No |
| .  |   | Yes |    |
| 59 | Has the visit been evaluated, and if appropriate have notes been made of points to be considered for future visits? |     | No |
| .  |   | Yes |    |
| 60 | Have all staff and helpers involved in the visit been thanked for their input?                                      | Yes | No |
| .  |   |     |    |

**APPENDIX E**  
**Emergency Card (Home Contacts)**

For visits that take place outside normal establishment hours.

This 'card' or equivalent must remain with the establishment emergency contact(s) at all times, if access to EVOLVE is not possible.

|   |
|---|
| The establishment's Emergency Home Contact(s) should have all visit |
|---|

**information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.**

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number (s) at which the caller can be contacted back on;
- Note their location;
- Determine the nature of the emergency;
- Determine the type of help required.

**If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:**

- Provide the required assistance if possible;
- Seek further advice or pass on details to other establishment contacts who may be able to assist.

**If the incident does involve serious injury or fatality, and/or is likely to attract media attention:**

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;

**It is the responsibility of the Visit Leader to contact the LA. However circumstances may prevent this. If you are not 100% positive that the LA has been contacted, please contact Oldham Council 0161-633-1803 and state that you require immediate assistance from the Emergency Response Team. Give brief details of the incident.**

- You should also contact the Head of Establishment (if this is not you);
- The Head of Establishment should consider the appropriate time to contact the parents of the participants involved on the visit. Advice and support can be sought from the LA in dealing with this.
- The Response Team will form a continuous link with the affected group, and depending on the level of emergency will send a senior officer to the incident location. The Response Team will direct all actions; provide links with the media, rescue agencies, tour operators, insurance companies, etc. As appropriate the Response Team would

arrange for the return of the party or arrange other transport where required;

- You will be provided with a dedicated number to refer all press, media, parental, or other enquiries to the LA and for continuing contact with the LA during the incident.
- The LA will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident, establishment, and parents. If appropriate, support and counselling will be arranged for families, participants and staff.

| Name  | Home                 | Mobile |
|---|----------------------|--------|
| Head of Establishment   | **                   | **     |
| Deputy Head of Establishment  | **                   | **     |
| Oldham Council Emergency Call Centre<br>(for <b>initial</b> contact during an emergency only) | <b>0161-633-1803</b> | -      |
| Chair of Governing Body (optional)  |                      |        |
| Other/EVC   | n/a                  | n/a    |

\*\* Individuals' phone numbers not included in Policy - confidential

**APPENDIX F**  
**USE OF NON-PRESCRIPTION MEDICINES ON SCHOOL**  
**RESIDENTIAL VISITS**

TO BE PUT ONTO HEADED NOTEPAPER

Dear Parent,

During our forthcoming residential visit to ....., we will be taking every precaution to ensure the health, safety and welfare of your child.

All foreseeable hazards have been risk assessed and measures put in place to minimise any remaining risks.

However from time to time, children do become ill on school visits (usually during the night!) and as we retain 'duty of care' throughout the visit, we would not wish to see a child suffering as a result of minor, but distressing ailments such as headaches, stomach upsets, bites and stings.

With this in mind, we would request that you give your consent to the group leader administering non-prescription medicines on the visit. **This would be limited to medicines available 'over the counter' at Boots and given in the recommended dosages as stated on the packaging.**

We intend to take the following Boots brand medicines with us and therefore we ask you not to send your child with any non prescription medicines:

Permission given? (Please tick)

|                             |     |                          |    |                          |
|-----------------------------|-----|--------------------------|----|--------------------------|
| Paracetamol                 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Pills for diarrhoea         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Insect bite and sting cream | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Adhesive plasters           | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Antiseptic cream            | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Please note that we are not permitted to use aspirin.

Please sign and return this letter, having indicated which of the above items (if any) you wish your child to be given, if required.

Any such medicines administered will be recorded and details supplied to you on our return and of course, professional medical advice will be sought if appropriate.

Please note that if your child will need to bring any prescription medicines these must be properly packaged and labelled, with information regarding prescribed dosages and times, and given to the group leader.

Yours sincerely,

Visit to Robin Wood (Dobroyd Castle) Todmorden

I give/do not give permission for my child ..... to be given medicines as indicated above should a member of school staff deem it beneficial to his/her health, safety and welfare. (Please delete as necessary)

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

**APPENDIX G**  
**Risk Assessment for visit to XXX EXAMPLE**  
**DATE XXX**

The First Aider for this trip will be: XXX Please complete any XXX details before submitting

NB control measures will need to be amended according to age of pupils (please delete this before submitting!)

| Hazard                     | Those affected     | Risk before CM | Control Measure (CM)  | Risk after CM |
|----------------------------|--------------------|----------------|---|---------------|
| Injuries in coach accident | Children<br>Adults | medium         | *All to wear seat belts<br>*Ensure ch remain seated at all times<br>*Remind ch of behaviour expectations whilst on coach  | low           |
| Breakdown                  | Children<br>Adults | medium         | *Mobile phones taken ~ contact school / coach company<br>*Ch to remain on coach until 'help' arrives<br>*If necessary to get off coach, ch to stand well back from road       | low           |
| Slips, trips and falls     | Children           | low            | *pre-visit talk about sensible behaviour, shoelaces fastened etc.<br>*adults hold hands of vulnerable children where necessary<br>*first aid kit taken (XXX NAME first aider) | low           |

|                                   |                    |        |  |     |
|-----------------------------------|--------------------|--------|--|-----|
| Moving cars / coaches in car park | Children<br>Adults | medium | *expectations shared re. behaviour / looking & listening skills<br>*ensure ch are with appropriate adult ie. their group leader<br>*remind ch to be vigilant   | low |
| Public toilets                    | Children           | medium | *ch are accompanied to toilets by members of school staff<br>*remind ch of 'stranger danger'   | low |
| Getting lost                      | Children           | low    | *ch to stay with accompanying adult<br>*each adult has group list<br>*remind ch of 'stranger danger'<br>*ch are in pairs<br>*regular headcounts<br>*ch to wear stickers with staff contact numbers on (XXX STAFF phone mobile nos)<br>*Ch to contact member of XXX VENUE staff (badges) should they get lost | low |

Approved: headteacher / deputy / EVC *via Evolve*

## APPENDIX H

### Examples of what to include in a first aid kit

A travelling first aid box should contain:

- A leaflet giving general advice
- At least 6 individually wrapped sterile adhesive dressings
- One large, sterile unmedicated wound dressing (18cm x 18cm)
- 2 triangular bandages
- 2 safety pins
- Individually wrapped moist cleansing wipes
- Disposable gloves
- Sterile adhesive dressings
- Moist cleansing wipes

In addition, a bucket and soft tissue should be available on the coach in case of travel sickness.