

ANNEX 1b

Accident/Incident Procedure for Trips

This is to act as a guidance to support in the event of an accident /incident whilst on a trip, issues should still be dealt with as and when they arise. It does not replace any school procedures (s) identified in the school policies.

1. Accident/Incident occurs - nominated member of staff appropriately trained (First Aider and/or Epipen trained) deals with accident/incident in the first instance - treat what you see - refer to individual student medical information provided for any medical history.
2. Second member of staff calls 999 if necessary - ensure you know your exact location of casualty to inform the emergency services. Second member calls parents of student involved
3. Other members of staff to remove other students away from the scene, also taking responsibility for the first member s staffs group and move on with the next phase of the activities
4. Nominated member of staff remains with the student until arrangements can be made with parent / guardian. Nominated member of staff may be required to accompany student to the hospital until parents / guardian arrive. In the event parent or guardian cannot be contacted agreement has been obtained for member of staff to agree to any necessary emergency medical treatment which may include the use of anaesthetics.
5. Member of staff calls school to inform of accident/incident