



**MALTMAN'S GREEN**  
SCHOOL

# Off Site Visits Policy

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**This policy also applies to the EYFS**

**Related documents**

Safeguarding and Child Protection Policy and Procedures  
Code of Conduct for Staff  
Supervision Policy  
Medical Policy  
Health & Safety Policy  
CIMP

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## 1 Introduction

We are committed to providing a high standard of education for all our children and off site visits are a means of providing additional educational benefit.

All visits should be relevant to the broad curriculum we provide in school and have the intention of adding depth to the curriculum, as well as fostering independence and providing the opportunity for pupils' pastoral development.

## 2 Aims

The aim of this policy is to give staff and parents clarity on our procedure for organising off site visits, and what they should expect from the School. It also gives staff clear guidelines on the correct procedures to follow at each stage of planning and during an off site visit.

## 3 Objectives

- To have real-life experience of what has been studied in the classroom;
- To use specialist facilities unavailable on school premises;
- To learn from adult specialists in their own field;
- To engage with other children undertaking a parallel learning experience;
- To provide personal challenges that build self-awareness and self-esteem;
- To contribute to the local community; and
- To take pupils abroad, enriching further cultural experiences and develop in pupils a global mindset.

## 4 Other relevant documents

Staff should read this policy in conjunction with:

### 4.1 The following internal school documents:

- Process for Arranging an Off Site Visit (see Appendix 1)
- All documents in the Outings & In-House Events folder. This can be found in the All Staff Docs folder on the Cloud Support Functions drive;
- Safeguarding and Child Protection Policy and Procedures;
- Code of Conduct for Staff,
- Supervision Policy,
- Medical Policy,
- Critical Incident Management Plan (CIMP).

### 4.2 The following external documents:

- Department for Education: Health and Safety on Educational Visits (November 2018) (this can be found at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>)

## 5 Guidance on Procedures

This information complements the content outlined in the School document titled 'Process for Arranging an Off Site Visit', which is located in Appendix 1 of the Off Site Visits Policy. It aims to provide additional details without duplicating the information already presented in that document.

There are two main types of off-site visit<sup>1</sup>:

### 5.1 Routine visits

These take place within our Local Learning Area (see Appendix 4 and Appendix 5) and where the nature of the trip is deemed to be low risk, for example a visit to a local school for a workshop. Routine visits involve no more than an everyday level of risk, such as slips and trips and are covered by the School's current policies and procedures. They can be considered as lessons outside the main classroom and therefore require limited additional planning, beyond the educational dimension of the trip.

### 5.2 Trips requiring a risk assessment and additional planning

The safety of pupils and staff attending trips is paramount. Therefore, trips need rigorous planning, regardless of whether, or not, they have taken place previously. The planning and risk assessment should be proportionate and sensible, focusing on how to mitigate genuine risks identified.

All trips should be talked through, in advance of the completion of any paperwork, with the School's Educational Visits Coordinator (EVC), who is there to act as a source of advice and support.

### 5.3 General Notes

- All pupils have access to off site visits, as appropriate to their class and year group
- Children going off site must be accompanied by suitably trained and experienced adults and appropriate adult-pupil ratios be maintained throughout the visit. Statutory ratios for the Early Years Foundation Stage must be adhered to.
- One named adult will be designated as the Visit Leader.
- Upon signing the Parents' Terms and Conditions, parents consent to their daughter/s taking part in all non-residential educational visits parents must specifically notify the School in writing if they do not wish for their daughter to take part in a specific educational visit.
- Parental consent is required for any residential trips or those deemed as high risk.
- Children should not take any electronic devices, such as smart watches, games, tablets, kindles, mobile phones or air-tags on off site visits.
- On all EYFS off-site visits pupils must be accompanied by a member of staff holding the Full Paediatric First Aid qualification.

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<sup>1</sup> Based upon Department for Education: Health and Safety on Educational Visits (November 2018) (this can be found at: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits> )

## 6 Visit Leader Responsibilities

### 6.1 General

- The Visit Leader should read the following notes alongside the document entitled 'Process for Planning an Off Site Visit', which can be found in Appendix 1 – the remainder of this Off Site Visits Policy refers to the heading names in the 'Process for Planning an Off Site Visit' document.
- For any visits using an outside organisation to provide an activity, the Maltman's Green Visit Leader must check that they have appropriate safety standards and liability insurance. The Council for Learning Outside the Classroom (LOtC) awards the Learning Outside the Classroom Quality Badge to organisations who meet nationally recognised standards. The Visit Leader can check to see whether an organisation holds the LOtC Quality Badge by visiting:  
<https://www.lotc.org.uk/providers/lotc-quality-badge-2/>
  - If an organisation does not hold the badge, the Visit Leader must check that the organisation is an appropriate organisation to use by using the 'Provider Form', found in the Outings & In-House Events folder (in the Cloud Support Functions drive).
- The Visit Leader must ensure that appropriate insurance cover has been obtained and confirmed by the School Bursar.
- The Visit Leader books the visit and keeps copies of all relevant correspondence.
- Prior to setting off, the Visit Leader must check whether any parents have withdrawn consent for their daughter to attend the trip.
- Immediately, prior to departure, a register of all pupils present should be confirmed with the School Office in person, checking for any absences.

### 6.2 Coach quote

- Booking forms can be found in the Outings & In-House Events folder (in the Cloud Support Functions drive).

### 6.3 Other costs/budget approval

- The Visit Leader liaises with the Bursar regarding costs, and the collection of monies.

### 6.4 Transport

- The Visit Leader is responsible for ensuring that the Coach Safety Guidelines, found in Appendix 2 of this Off Site Visits Policy, are followed throughout the whole trip, especially when the trip involves the use of coaches other than to and from the visit location.

### 6.5 Catering

- Forms can be found in the Outings & In-House Events folder (in the Cloud Support Functions drive).

### 6.6 Risk assessment

- Wherever possible, a risk assessment and a preliminary visit should be undertaken by the Visit Leader before setting out.

- The Visit Leader must review plans/arrangements that were successful on previous trips, create a new risk assessment, taking into account the Coach Safety Guidelines found in Appendix 2 of this Off Site Visits Policy, and the Supervision Policy. Both policies can be found in the Cloud Support Functions drive (N:\All Staff Docs\School Policies\Current Policies). Regardless of the method chosen, documents must be submitted to the EVC for review and signed off by the Headmistress 1 week prior to the off site visit.
- The Visit Leader ensures that at least one adult accompanying the visit will be responsible for managing pupil medication and a First Aid box. This person must be a qualified First Aider and their name should be stated on the Risk Assessment. A member of staff with current 'Administration of Medicines' training should be present on all visits with pupils who receive medication.
- In the EYFS one member of staff must hold the Full Paediatric First Aid certificate, to ensure regulatory safeguarding and welfare requirements are met.
- The Visit Leader should ensure that pupils have been adequately prepared for the visit, paying particular attention to any pupils with dietary or medical needs have been personally briefed, taking their specific needs into account.
- Preparations for the visit should include behaviour expectations, how to keep safe and ensure that the pupils know what to do if they become separated from the party
- The Visit Leader ensures that all accidents/incidents are dealt with appropriately and recorded correctly on the Incident Report form (see Appendix 6) or the Accident and First Aid Recording Form (see Appendix 7), which the EVC will provide with wristbands to the Visit Leader.
- The Visit Leader must ensure that the Headmistress is fully informed of any accidents/incidents as soon as possible by telephoning the School or named senior member of staff.
- The School's Emergency Action Plan is part of the 'Outing Cover Sheet' and must be taken on all off site visits - it can also be found in Appendix 3 of this document.
- The Visit Leader is responsible for ensuring that all accompanying adults and pupils have been briefed prior to the visit about risks, safety procedures, and expected behaviour.

## 6.7 Staffing

- The Visit Leader suggests staff to accompany the visit, after consultation with a member of the SLT. The School Office may send out a SchoolPost requesting additional parent volunteers, for a day trip, if required.
- Parent volunteers for school trips do not require enhanced DBS checks but the Visit Leader must ensure that parent volunteers are supervised at all times and must not be involved in personal care. Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
- The Visit Leader identifies the named senior member of staff back in school who will act as the contact person for the duration of the visit. The Visit Leader will be responsible for taking the School's, or other suitable, mobile telephone and for ensuring that both he/she and the named senior contact person have exchanged telephone numbers. This must be documented on completed trip paperwork, prior to final approval of the trip.
- Staffing levels should be generous and take due consideration of the age of the pupils, nature of the activities taking place and the location of the visit. EYFS pupil:staff ratios must be adhered to as laid out in the EYFS Framework 2025.

- Whenever girls are off site, a paediatric first aider will always be present, and with children in the EYFS this must be a member of staff with the Full Paediatric First Aid qualification.

## 6.8 Letter to parents

- The Visit Leader writes the SchoolPost to the parents regarding the visit and obtains the permission of a member of senior staff before sending it.

## 6.9 Matron

- If staff are taking pupils for an off-site visit (for example for a day trip, fixture or a residential) it is their responsibility to speak to Matron to discuss the medical needs of all the girls in their group. For larger off site or residential visits, such as a whole year group/s, this responsibility falls to the visit leader who must collate the information and distribute it to the visit staff in the pre-visit briefing.
- Staff members taking pupils off site will carry a first aid kit with them and any medication needed in the school off-site visit medical bag. There are first aid boxes in both the minibuses and extra boxes can be obtained from Matron.
- With any off site visits, the responsibility for medical and first aid provision is the Visit Leader's, who may allocate a first aider, who has a full paediatric first aid qualification. One member of staff should also have training in administration of medicines.

### 6.9.1 All Off site Visits

- Parents are asked for consent for the pupil to attend any off site visit in the letter shared with them containing details of the off site visit. The letter also contains a link to an Authorisation to Administer Medicines form (see Appendix 13 of the Medical Policy), which parents are asked to complete if their child requires any medication on the day of the off site visit, such as travel sickness or hay fever tablets/syrup. Parents are asked to hand in such medication, along with the completed form in advance of the school off site visit as specified on the visit letter. All medication must be in its original packaging, including the box, with information about dosage, ingredients and administration and must be clearly labelled with the child's name. Prescribed medication must be handed in in its original box with a printed label and dosages as supplied by a pharmacy.
- The visit leader liaises with matron in advance of the off site visit and matron shares details of any emergency or prescribed medication required by the child during the visit, as well as any dietary or welfare requirements. The visit leader is supplied with a Record of Administration of Daily Prescribed Medication form (see Appendix 9 of the Medical Policy) which staff complete on the day of the off-site visit whenever they administer emergency or prescribed medication. Staff are also supplied with Record of Administration of Ad hoc Medication (see Appendix 14 of the Medical Policy) which they complete whenever they administer any ad-hoc medication, such as calpol.
- On the morning of the off site visit, both the visit leader and the nominated first aider separately double check the medical bag containing the medication against individual pupil records to ensure they have everything that is needed. During these checks, they also double check expiry dates of medication. Both staff members sign an Off-Site Medical Bag Check form (see Appendix 15 of the Medical Policy) to confirm the content is correct. This document is then filed with the trips paperwork.
- **Please note that a child will not be permitted on any school trips or fixtures with any out of date medication, including auto-injectors or inhalers.**

- Prior to going on an off-site visit, staff members accompanying the visit should ensure they have a note of the School office number and/or the School emergency contact number.
- Any accidents, injuries or first aid treatment administered whilst on a day or residential trip are recorded on the appropriate paper forms included in the medical folder (see Appendices 6 and 7 of the Medical Policy).
- For pupils in EYFS, we keep a record of all accidents or injuries and first aid treatment, and we inform parent(s) and/or carer(s) of any accident or injury on the same day, or as soon as reasonably practicable. Parents are given a copy of the EYFS Accident and First Aid Recording Form. Records are also stored confidentially on file. The recording is carried out in confidence at all times by the person administering first aid. The Trip Leader will also ring the parents to ensure they are aware a form is coming home. The parent signs both the school copy and the parent copy of the form.

### 6.9.2 Sports Fixtures

- The same processes and procedures outlined above apply for Sports fixtures. A fixture letter is sent via SchoolPost notifying parents of their daughter's Sports fixture. This letter details all necessary information pertaining to the fixture. If the sports fixture takes place during the normal hours of the school day, parents are not required to give consent for their daughter to participate, as they have already done so when they signed our terms and conditions. If the fixture starts or finishes outside of normal school hours, then parental consent is required and is sought via the fixture letter. As the majority of sports fixtures are local and usually take place during games afternoons, ad hoc medication such as travel sickness tablets, are not usually required. If parents wish their daughter to take any ad hoc. medication during a fixture they must complete an Authorisation to Administer medicines form (see Appendix 13 of the Medical Policy).

### 6.9.3 Residential Visits

- In addition to all the processes and procedures outlined above, for any residential visits a Residential Personal Medication Information form (see Appendix 8 of the Medical Policy) is required to be completed by a parent/s before pupils attend a residential visit. Matron uses the information supplied by parents on the Residential Personal Medication Information form to produce the following:
  - Individual pupil Records of Administration of Daily Prescribed Medication, which are pre-populated by Matron and signed by the nominated First Aider while they are on the residential whenever they administer the medication.
  - Ad-hoc medication forms, (for example, Calpol, travel sickness medication or antihistamine), are also completed by the nominated first aider when administering the medication on an ad-hoc basis.
- These forms are collated into a medical folder, which is kept in the medical bag that is taken on the residential trip. The completed forms are a written record, which details the name, date, dose, reason and time of any medication administered to a pupil by the member of staff during an off-site visit. These written records are retained for 3 years.
- Upon return to school following a residential trip, staff individually speak to the parents of any girls who have had either prescribed medication, or ad hoc medication while they have been away on the residential trip. Medication is returned to the parents at the same time.
- Unless there are exceptional circumstances, daily Prescribed Medication for pupils on a residential visit is required to be sent into school and given to Matron prior to the

trip on the date detailed on the visit letter. Having this medication in advance allows Matron time to check expiry dates and correct dosages for medication, and to produce a Record of Administration of Daily Prescribed Medication for each pupil as described above. This also means that the Trip Leader and staff attending the trip can liaise with Matron about these arrangements and the needs of the children.

- The visit leader and designated first aider must satisfy themselves that all medication required is taken on the trip. The off-site medical bag check form must be signed by them prior to departure on the morning of the visit.

For further information relating to medical arrangements for off site visits, please see the medical policy.

## 6.10 Evaluation

The Visit Leader should evaluate the trip on their return and submit this to the EVC, suggesting improvements or amendments for the future.

## 7 Residential Visits:

*In addition to the above:*

### 7.1 General

- The Visit Leader is responsible for informing the centre where the children will stay of any dietary or medical requirements, or any reasonable adjustments for disability that will need to be accommodated.
- The Visit Leader is responsible for letting the School know of the safe arrival of the party.
- The Visit Leader is responsible for arranging for parents to be told of the time the children will arrive back in school.
- The Visit Leader is responsible for taking decisions regarding changes from the planned activities.
- The Visit Leader is responsible for ensuring that all pupils are appropriately supervised throughout the visit, with children given clear guidelines about where and how they may spend their free time. These guidelines must make clear that pupils must always be within close contact of a supervisory adult.
- The Visit Leader, or a person appointed by them, should accompany any pupil requiring medical treatment, and ensure that a translator is provided if needed.
- The Visit Leader should accompany any pupil who has been detained by an official, such as the police or passport control, and remain with her while seeking advice from the named senior member of staff in school, on how to proceed.
- The Visit Leader, or a person appointed by them, is responsible for the safe-keeping of monies and personal documents, such as passports and visas, belonging to pupils.
- A full evaluation of the trip should be undertaken by the Visit Leader as soon as possible after arrival home.

### 7.2 Parent Meeting

- The Visit Leader will arrange a parents' pre-trip briefing.

### 7.3 Daily email to Parents

- The Visit Leader, or a person appointed by them, is responsible for updating parents on the visit.
- An email detailing the highlights of the day should be sent to the School Office, together with a group photograph at the end of each day. This message will be sent out to parents by 10.00am the following morning.

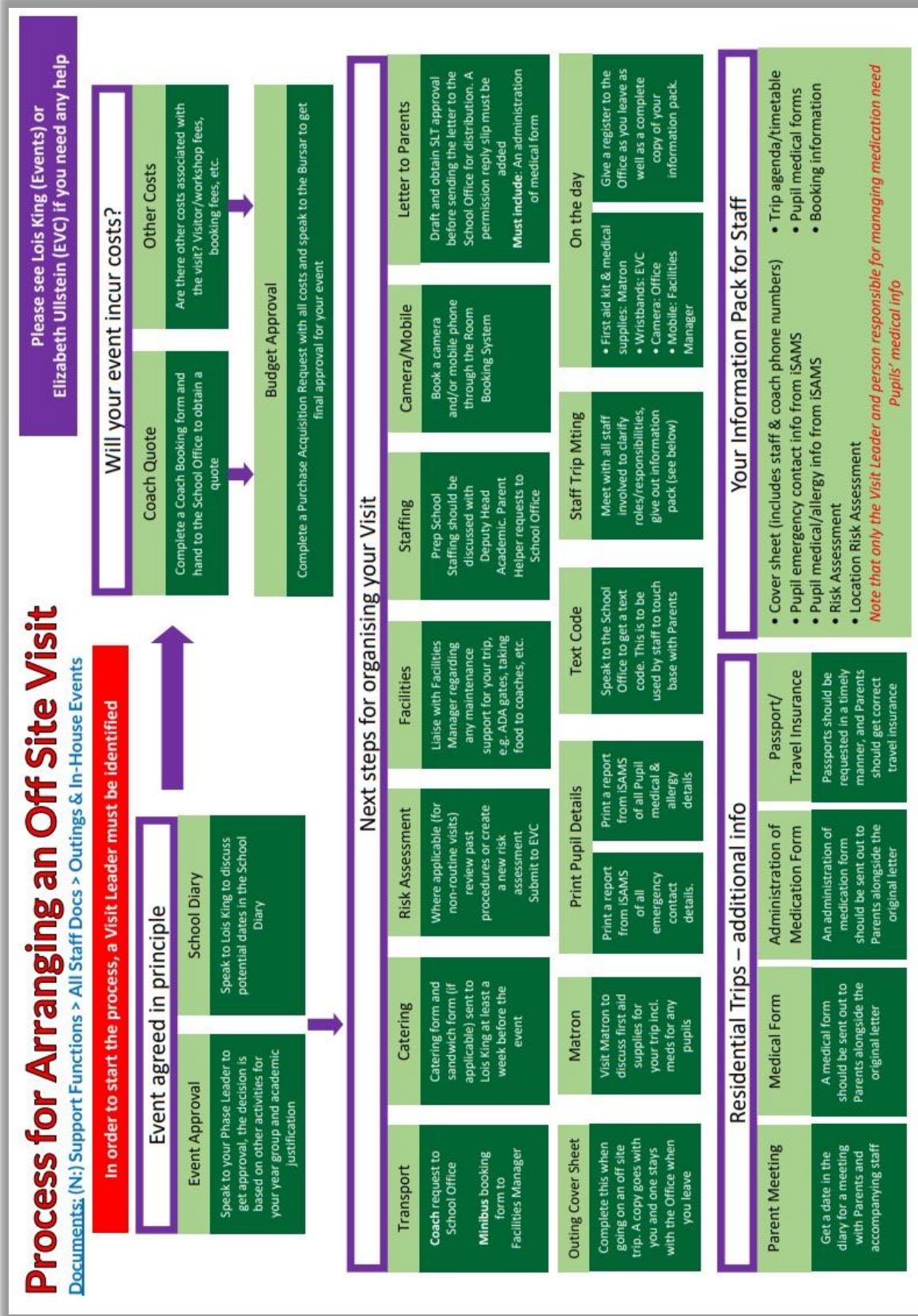
### 7.4 Note for Parents regarding Residential Trips

The Headmistress reserves the right to request that a parent arranges for the collection of their child from any school trip, whether in the UK or abroad, if she deems that the child remaining with the party will compromise the safety of either the child or another member of the party. This will be at the parents' expense.

## 8 Sports Fixtures

- Fixtures should be scheduled to avoid pupils missing curriculum lessons wherever possible.
- Scheduling of fixtures needs to be approved by a member of the SLT.
- Members of staff in charge must ensure that they have a school phone.
- Children attending a fixture must be accompanied by at least two adults.
- Depending on the nature of the fixture and the number of pupils attending, more adults may be required. A register must be taken.
- One named adult will be the Fixture Leader.
- At least one adult accompanying the fixture must have a valid Full Paediatric First Aid qualification and should be responsible for taking and managing a first aid kit.
- One member of staff should have training in administration of medicines and be responsible for managing and administering medication during the fixture.
- A sports-specific risk assessment for all home and away fixtures will be completed annually in September; this can be found in the Risk Assessments folder, located in the All Staff Docs folder on the Cloud Support Functions drive.
- The member of staff in charge of the fixture must write to parents to notify them of their daughter's selection to represent the School together with the date, time and details of the fixture. Parents will be asked to supply a reason, in writing, if their daughter cannot attend.
- If pupils will be late arriving back at school following a fixture, the teacher responsible for the fixture is required to notify parents of the estimated time of arrival by contacting the School Office before 5.00pm; the School Office will then contact parents via MSP.
- For fixtures where a late arrival may occur beyond 5:15pm, our SOCS system will be setup in advance of the fixture should parents need to be notified. This message will need to be sent by a member of staff accompanying the fixture.

## 9 Appendix 1: Process for Arranging an Off Site Visit



## 10 Appendix 2: Coach Safety Guidelines

### Planning

- Each pupil to be allocated a coach (form outings lists may be used for this);
- Each teacher to be allocated a coach, ensuring that each coach contains at least one First-Aider, and their names added to coach lists;
- Make 2 copies of the coach lists;
- Remind children of expected behaviour on and off the coach.

### Day of Outing or Trip

- Children to board their allocated coach;
- Ensure children are wearing seatbelts – check this again before setting off;
- Using one coach list, take a register of children actually present on each coach prior to departure;
- Delete the names of the pupils not present on each coach using the second coach list and return this to the office so there is a record in school of who is on which coach in case of an emergency;
- On the return journey ensure the children use the same coaches again and take a register before departure;
- When a visit lasts for more than one day and involves coach trips other than to and from school, a pupil and staff list should be prepared for each coach trip and the register taken on every occasion prior to the coach setting off.
- Pupils and adults must remain seated at all times when the coach is moving.

### In Case of Emergency

- Staff must use the Emergency Action Plan (Appendix 3);
- All staff accompanying a visit should be thoroughly familiar with its contents, and a copy must be taken on all overnight or long distance trips.

### Coach Stops

*Children are not allowed to go into service stations unaccompanied.*

- Remind the children that they must stay with a member of staff at all times;
- Remind the children of the dangers of traffic at the service station;
- One member alights from the coach and makes sure all is safe and there is a safe place for the children to line up;
- One member of staff to go ahead and look for a suitable place to gather or eat, if applicable;
- All pupils to stay together and go to the meeting place together;
- One member of staff to stay with the main group while another takes a group of children to the toilet (pupils may not go to the toilet unaccompanied);
- Children must wait to be taken back from the toilets as a group and not be allowed to walk back by themselves;
- Children should not need to buy anything from the service station shop.

## 11 Appendix 3: Emergency Action Plan

### **Should an incident occur the basic priorities should be the same:**

- Try to make the **group safe** without putting anyone else in danger;
- Contact **emergency services** if necessary (**dial 112**, not 999, so that the emergency services can use the GPS through the mobile being use to track the location of the emergency);
- Inform the **school contact**, who is a member of the SLT;
- SLT member to contact the Headmistress.

### **The basic procedures after this urgent action should be the same:**

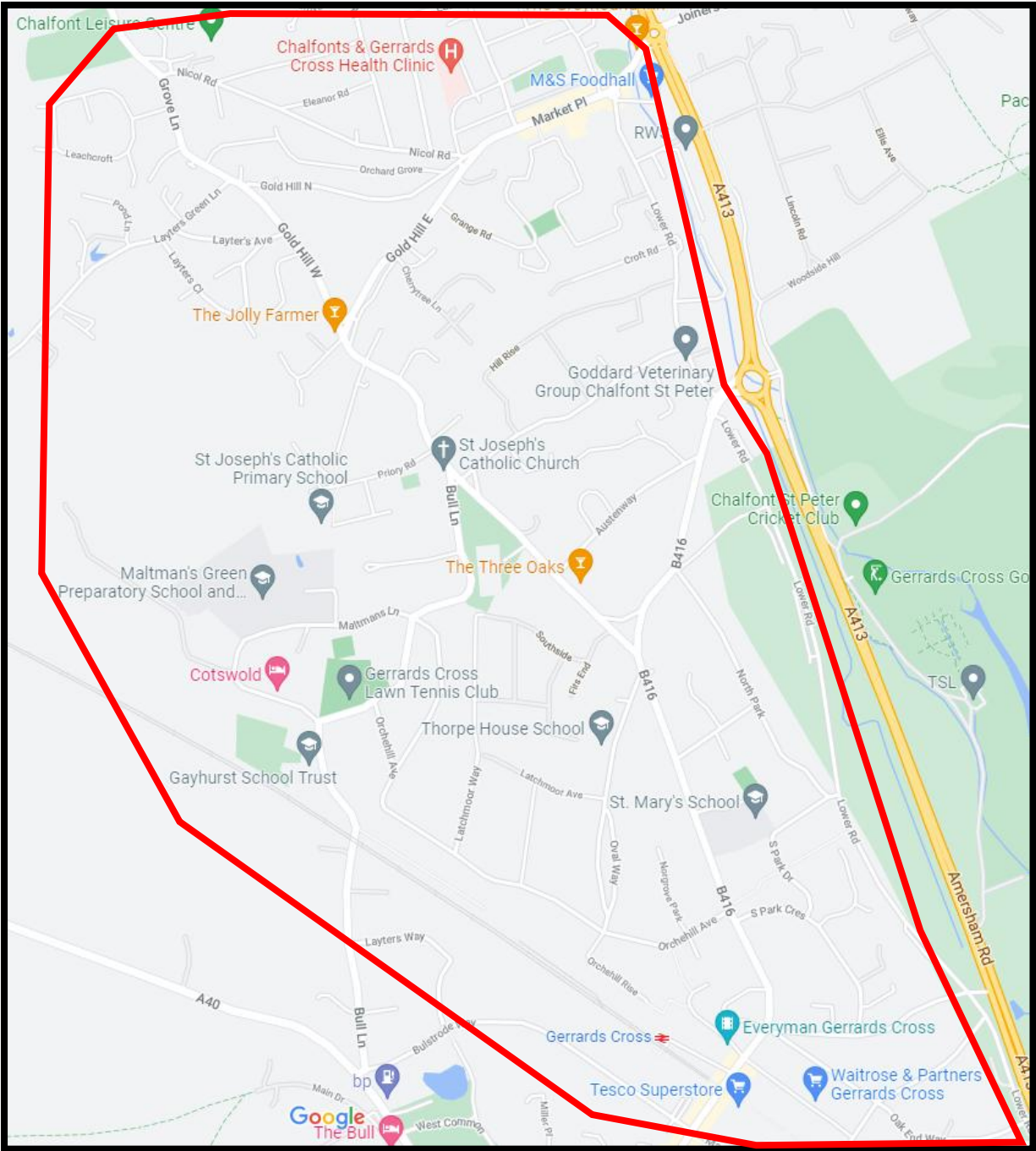
- Establish the nature and extent of the emergency with full details of any casualties;
- Ensure all in the group who need to be aware that there is an incident, are aware of it and that they follow emergency procedures;
- If a casualty has to be hospitalised, a responsible adult accompanies the casualty;
- Make arrangements for the rest of the group.

### **Later action should include:**

- Making detailed notes of the incident and the aftermath whilst it is still fresh in the memory. This should include photographs and witness statements if appropriate;
- Liaising with the school contact until the incident is resolved;
- The school contact liaises with parent/s as appropriate and as promptly as possible;
- If relevant, completing the necessary paperwork, including an accident report form.

All staff accompanying a visit should be thoroughly familiar with its contents, and a copy of all the trip paperwork must be taken on all overnight or long distance trips.

12 Appendix 4: Local Learning Area



## 13 Appendix 5: Local Learning Area: Information for Visit Leaders

### General

Visits/activities within the 'Local Learning Area' that are part of the normal curriculum and take place during the normal school day follow the Operating Procedure below.

#### These visits/activities:

- Must be recorded on a 'Local Learning Area Signing Out Sheet', available from the Staff Office, and left with the School Office upon departure;
- Do not require parental consent; or
- Do not normally need additional risk assessments, other than following the Operating Procedure below (if the visit / activity requires additional risk assessments, then the processes for Off Site Visits contained in the Off Site Visits Policy must be followed).

Although it is not necessary to follow the 'Off Site Visits Flow Chart', appended to the Off Site Visits Policy, this is nonetheless a useful document to aid in the preparations for a Local Learning Area visit / activity.

### Boundaries

The boundaries of the Local Learning Area are shown on the map appended to the Off Site Visits Policy.

### Operating Procedure for Local Learning Area

#### The following are potentially significant issues / hazards within our Local Learning Area:

- Road traffic
- Other people / members of the public / animals
- Losing a pupil
- Uneven surfaces and slips, trips and falls
- Weather conditions
- Activity specific issues when doing fieldwork (nettles, brambles, rubbish, etc.)

#### These are managed by a combination of the following:

- The Headmistress must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved.
- There will normally be a minimum of two adults, unless agreed otherwise with the Headmistress.
- Staff are familiar with the area and have practiced appropriate group management techniques.
- Pupils have been trained and have practiced standard techniques for road crossings in a group (this can be done on the playground prior to leaving).
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the Local Learning Area is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving the School.

- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will complete a 'Local Learning Area Signing Out Sheet' prior to leaving school, and pass it to the School Office upon departure.
- A mobile is taken with each group (the number for this mobile is to be stated on the 'Local Learning Area Signing Out Sheet'.
- The Visit Leader takes the sheets appended to the 'Local Learning Area Signing Out Sheet' with them on the visit /activity ('Emergency Action Plan' and 'Specific Advice in the Event of a Terrorist Threat').
- For EYFS local trips, we exceed the minimum ratios required to comply with statutory guidance, to enhance supervision. We also include at least one member of staff with Full Paediatric First Aider training and at least one member of staff with Administration of Medicines training.

## 14 Appendix 6: Incident Notification Form.

This form is to be taken by all staff on a trip and/or to be filled in by office staff receiving notification of an incident. This form can be found in the Outings and In-House Events folder (in the Cloud Support Functions drive).

Information about an incident may come from a number of sources (e.g. member of staff, pupil, parent / carer, member of the public, the emergency services, the local authority). Whoever receives the alert should ask for, and record, as much information as possible.

- **Maintain a written record of your actions using this form. You may wish to record any new contact details in section 1.**
- **Offer reassurance and support. Be aware that all those involved in the incident (both directly and indirectly) may be suffering from shock or may panic.**
- **Find out what has happened. Obtain as clear a picture as you can.**
- **Discuss with the informant what action needs to be taken and by whom.**

Name of Informant:	Date and time of call:
Contact details of informant:	Date and time of incident:
Exact location of incident:	
Details of incident:	
Where is the informant now? How can we contact them again?	
People affected? (include names, injuries, where they are, where they are being taken):	
What arrangements are in place for people not directly involved in the incident?	
What advice have the emergency services given?	
What has been informed? List all (Head, staff, parents, police, media, etc)	
Does anyone else need to be informed?	
Are any other actions required?	

**Call receiver only** - If the incident happened on an educational visit, please ask the questions below. You might already have these details, but it could be useful to seek confirmation.

Name of Educational Visit Leader:	Number of pupils on Educational Visit?
Nature of Educational Visit:	Number of staff on Educational Visit?
Location of Educational Visit?	
If the incident happened abroad, does the Foreign and Commonwealth Office need to be notified?	

## 15 Appendix 7: Accident and First Aid Recording Form for Off Site Visits.

(This can also be used for EYFS)

<b>Child's Name:</b>		<b>Date of Birth:</b>	
<b>Date and time of accident:</b>			
<b>Name of witnesses/adults present:</b>		<b>Place accident occurred:</b>	
<b>Description of incident:</b>		<b>Record of any injury and action taken:</b>	
For head injury see information overleaf			

<b>Name of parent contacted:</b>	
<b>Parent contacted by:</b>	
<ul style="list-style-type: none"> <li>• Accident and First Aid Record Form <input type="checkbox"/></li> </ul>	
<ul style="list-style-type: none"> <li>• Telephone call to parents <input type="checkbox"/></li> </ul> <i>Include time of call and brief description of content.</i>	

<b>Attending adult's signature:</b>		<b>Date:</b>	
<b>Parent's signature:</b>		<b>Date:</b>	

<b>Parent Copy - Green</b>		<b>School File Copy White</b>	
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This form should be completed in BLACK ink. Parents to be handed the green copy.

Health A to Z (Link: [www.nhs.uk/health-a-to-z/](http://www.nhs.uk/health-a-to-z/)) NHS services (Link: [www.nhs.uk/nhs-services/](http://www.nhs.uk/nhs-services/)) Live Well (Link: [www.nhs.uk/live-well/](http://www.nhs.uk/live-well/))

## Head injury and concussion

Most head injuries are not serious, but it's important to get medical help if you or your child have any symptoms after a head injury. You might have concussion (temporary brain injury) that can last a few weeks.

### Go to A&E if:

You or your child have had a head injury and:

- have a bruise, swelling or cut that's larger than 5cm on their head
- you have an open wound on your head
- you've been knocked out but have now woken up
- you've vomited (been sick) since the injury
- you have a headache that does not go away
- you notice a change in behaviour, like being more irritable, losing interest in things around you or being easily distracted (especially in children under 5)
- your child has been crying more than usual (especially in babies and young children)
- you have problems with memory
- you've been drinking alcohol or taking drugs just before the injury
- you have a blood clotting disorder (like haemophilia) or you take medicine to help prevent blood clots
- you've had brain surgery in the past

Symptoms sometimes do not appear until a few days or weeks later.

Also go to A&E if you think someone has been injured intentionally.

Find your nearest A&E (Link: <https://www.nhs.uk/service-search/find-an-accident-and-emergency-service/>)

### Call 999 if:

Someone has hit their head and has:

- been knocked out and has not woken up
- difficulty staying awake or keeping their eyes open
- a fit (seizure)
- fallen from a height more than 1 metre or 5 stairs
- problems with their vision or hearing
- a black eye without direct injury to the eye
- clear fluid coming from their ears or nose
- bleeding from their ears or bruising behind their ears
- numbness or weakness in part of their body
- problems with walking, balance, understanding, speaking or writing
- hit their head at speed, such as in a car crash, being hit by a car or bike or a diving accident
- a head wound with something inside it or a dent to the head

Also call 999 if you cannot get someone to A&E safely.

Do not drive to A&E.

### Help from NHS 111

If you're not sure what to do or are worried about a head injury, call 111 or get help from 111 online (Link: <https://111.nhs.uk/triagecheck-your-symptoms/>).

NHS 111 can tell you the right place to get help.

## How to care for a minor head injury

If you have been sent home from hospital with a minor head injury, or you do not need to go to hospital, you can usually look after yourself or your child at home.

You might have symptoms of concussion, such as a slight headache or feeling sick or dazed, for up to 2 weeks.

### Do

- ✓ hold an ice pack (or a bag of frozen peas) wrapped in a tea towel to the area regularly for short periods in the first few days to bring down any swelling
- ✓ rest and avoid stress – you or your child do not need to stay awake if you're tired
- ✓ take painkillers such as paracetamol (Link: [www.nhs.uk/medicines/paracetamol-for-adults/](http://www.nhs.uk/medicines/paracetamol-for-adults/)) for headaches
- ✓ make sure an adult stays with you or your child for at least the first 24 hours

### Don't

- ✗ do not go back to work or school until you're feeling better
- ✗ do not drive until you feel you have fully recovered
- ✗ do not play contact sports for at least 3 weeks – children should avoid rough play for a few days
- ✗ do not take drugs
- ✗ do not drink alcohol until you're feeling better
- ✗ do not take sleeping pills while you're recovering unless a doctor advises you to

### See a GP if:

You or your child have a head injury and:

- the symptoms last more than 2 weeks
- you're not sure if it's safe for you to drive or return to work, school or sports