



MALTMAN'S GREEN
SCHOOL

Off Site Visits Policy

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

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Headmistress. Mrs Jill Walker BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)
Tel. 01753 883022 Fax. 01753 891237 Email. office@maltmansgreen.com www.maltmansgreen.com

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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 Visit¹ (see Appendix 1)
- All documents in the following folder: <T:\Staff Resources\Outings & In-House Events>;
- Safeguarding and Child Protection Policy and Procedures;
- Code of Conduct for Staff,
- Supervision Policy,
- Health & Safety Policy Section 16 on Risk Assessments; and
- 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>)

¹ Found at: <T:\Staff Resources\Outings & In-House Events>

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 visit²:

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 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, 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

² 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 'Procedure for Planning an Off Site Visit'³, which can be found in Appendix 1 – the remainder of this Off Site Visits Policy refers to the heading names in the 'Procedure 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 following location: <T:\Staff Resources\Outings & In-House Events\10. PROVIDER FORM.>
- 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 following location: <T:\Staff Resources\Outings & In-House Events\5. TRANSPORT BOOKING REQUEST.>

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 here: <T:\Staff Resources\Outings & In-House Events\3. CATERING FORMS.>

³ Found at: <T:\Staff Resources\Outings & In-House Events>

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 of which can be accessed at the following location: <T:\Staff Resources\Outings & In-House Events\8. RISK ASSESSMENTS FOR TRIPS\POLICIES TO BE USED TO INFORM RISK ASSESSMENTS>⁴ 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 Medicine' training should be present on all visits with pupils who receive regular 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 special 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 or the Accident and First Aid Record Form, 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 visits⁵ - 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

⁴ Past Risk Assessments and a blank Risk Assessment form can be found in the following location: <T:\Staff Resources\Risk Assessments\Risk Assessments - OUTINGS & TRIPS>, however, please speak to the EVC if you have any questions, as Risk Assessments can be completed in many different ways, according to the level of risk involved for a particular visit

⁵ <T:\Staff Resources\Outings & In-House Events\2. OUTING COVER SHEET>

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 2024.
- 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 School Post to the parents regarding the visit and obtains the permission of a member of senior staff before sending it.

6.9 Matron

- 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 stated on the Risk Assessment.
- Any medication administered must be documented.

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 special food 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 Text Code/Twitter Account

- The Visit Leader, or a person appointed by them, is responsible for updating parents on the visit.

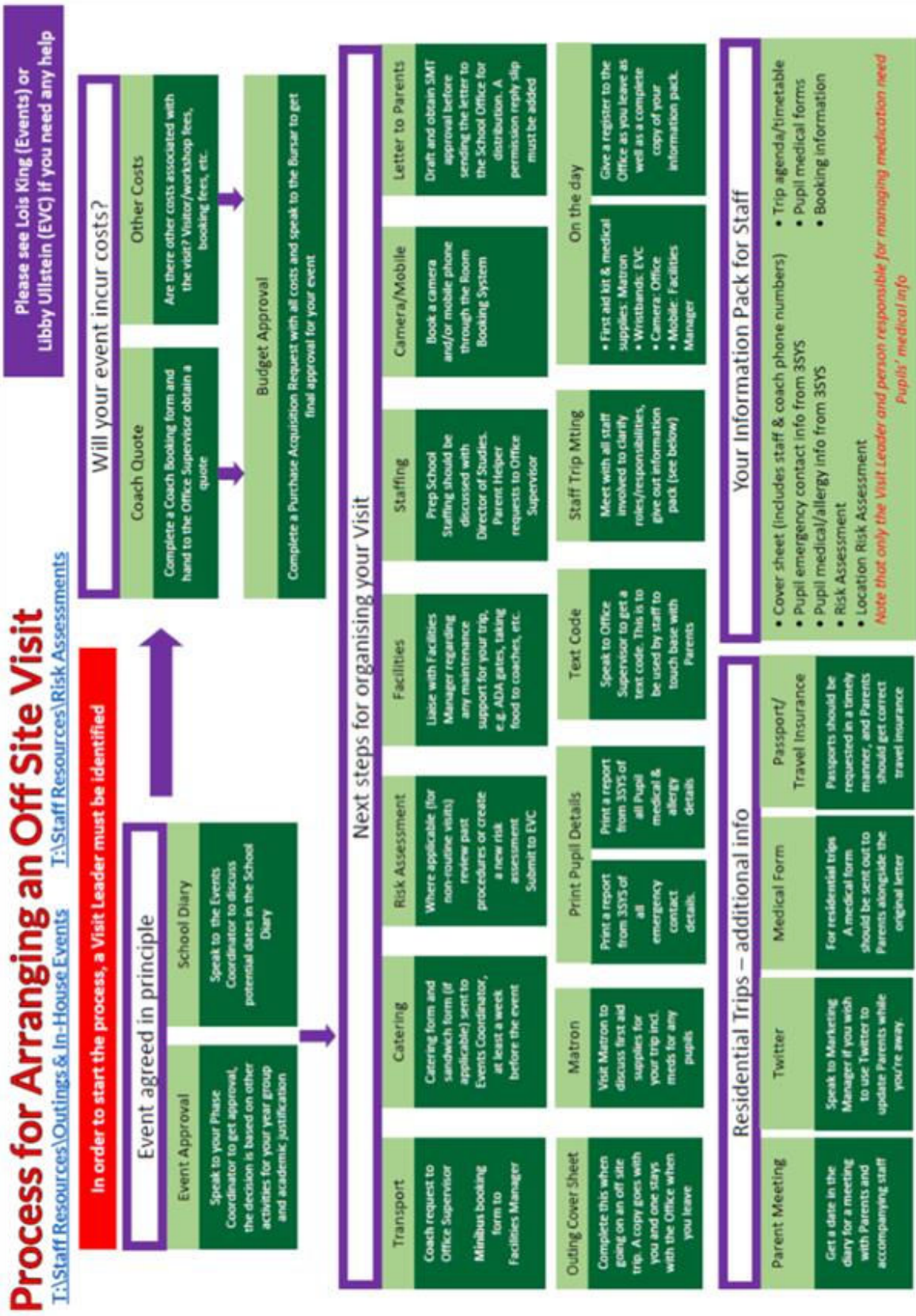
7.4 Note for Parents Regarding Residential Trips

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 adult accompanying the fixture must have a valid First Aid Certificate and should be responsible for managing pupil medication and for taking and managing a first aid kit.
- A sports-specific risk assessment for all home and away fixtures will be completed annually in September; this can be found in the following location: [T:\Staff Resources\Risk Assessments\Risk Assessments - PE ACTIVITIES](#).
- 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 need to 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 seatbelt – 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:

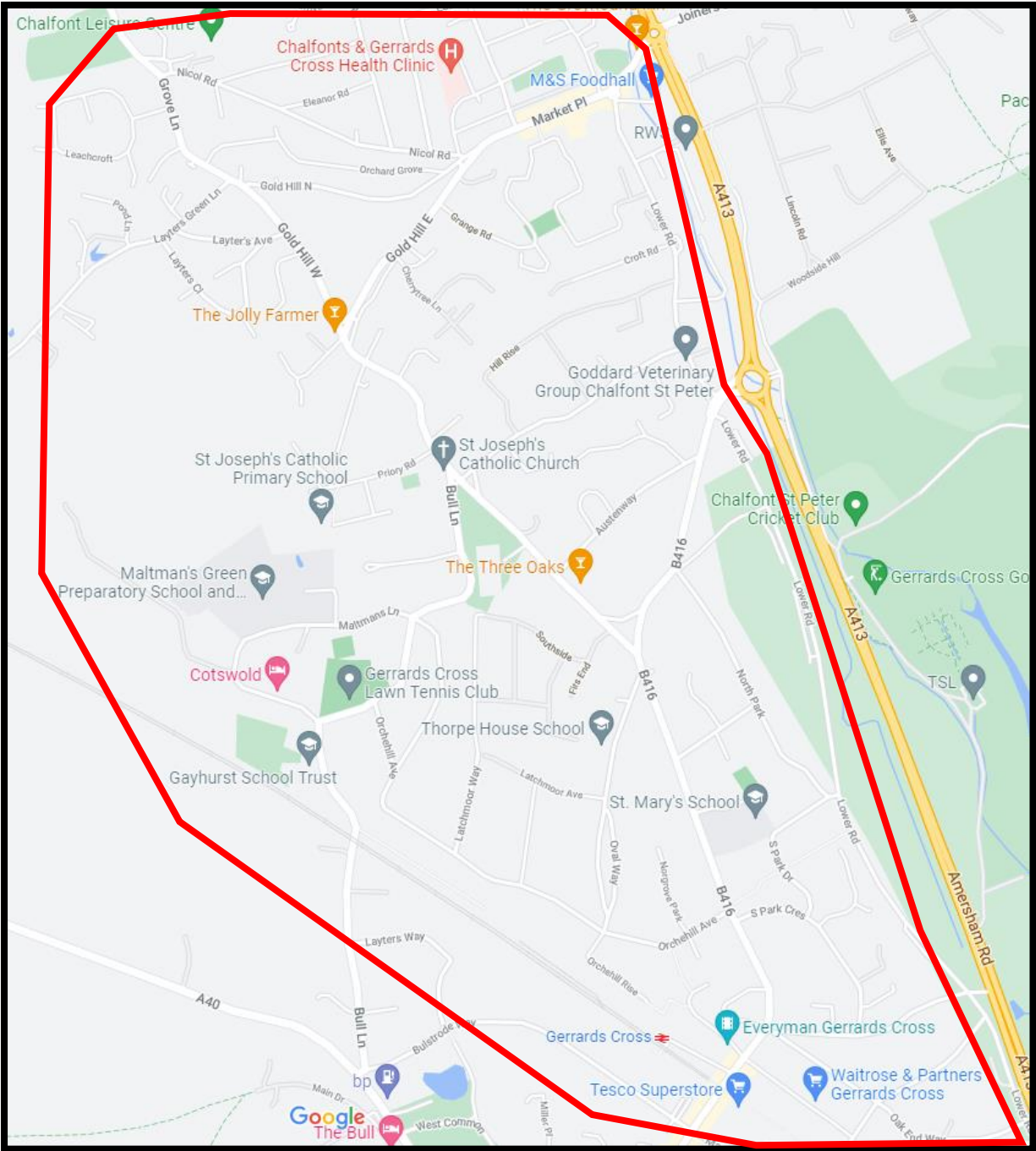
- Establish the nature and extent of the emergency with full details of any casualties;
- Ensure all in the group who need to be aware that there is an incident, are aware of it and that they follow emergency procedures;
- If a casualty has to be hospitalised, a responsible adult accompanies the casualty;
- 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.
- Pupil's 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').
- Add in about EYFS ratios and EYFS requiring a Full Paediatric First Aider.

14 Appendix 6: Incident Reporting 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.

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 and a log book. 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 Record Form.

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

Name of parent contacted:	
Parent contacted by:	
Accident and First Aid Record Form	
Telephone call to parents <i>Include time of call and brief description of content.</i>	

Attending adult's signature:		Date:	
SLT signature:		Date:	
Parent's signature:		Date:	

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

CONCUSSION RECOGNITION TOOL 5 ©

To help identify concussion in children, adolescents and adults



RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/ burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Blank or vacant look
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Feeling like "in a fog"
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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