

# Moor First School

## Educational Visits Policy – ADDENDUM

22<sup>nd</sup> November 2023

- Annual Policy
- The headteacher has overall responsibility for all educational visits.
- The checklist for educational visits is signed off by the EVC and the headteacher.
- If a child becomes ill on an educational visit:
  - Allocate an adult to look after that child
  - Groups to be split to cover that adult
  - If at a reasonable distance from the school contact the parent/carer to come and pick the child up; otherwise adult support.
- If a child needs to be taken to hospital:
  - Allocate an adult to stay with the child
  - Groups split to cover to cover that adult
  - Ring for an ambulance in an emergency
  - Ring the parent/carer to explain
  - Member of staff to accompany the child to hospital and stay there until the parent/carer arrives
- Staff Code of Conduct – See appendix 2
- Administration of medicine – see Supporting Pupils in School with Medical Needs Policy. Staffing to include a member of staff with Pediatric First Aid.
- Take a school mobile phone; first aid kit; bucket with paper towels and ‘sick’ bags; paper and pens/pencils if required; medications; and relevant paper work.
- Staff to pupil ratios – see up-to-date notice in the main office
- Risk assessment to check on the adults required for the visit.