



Critical Incident Checklist

2018 – 2019

Residential and Day trips

THIS POLICY APPLIED TO THE MAIN SCHOOL, THE EARLY YEARS
FOUNDATION STAGE AND THE PRE-PREPARATORY SCHOOL

ACTIONS AND CONTACT DETAILS
IN THE EVENT OF AN EMERGENCY
ON A SCHOOL TRIP/OFF-SITE ACTIVITY

Policy reviewed: October 2018
Next review date: February 2019
Reviewed by: RQ/TJC The Bursar Oct 18

General principles

- Ensure that all staff are briefed for a medical or missing persons emergency
- Ensure student medical details and contact numbers are available
- Manage communication effectively and write things down

In the event of an incident

- Account for all members of the party, make area safe
- Call for emergency services with your location
- Establish injuries and administer first aid
- Contact Headmaster or 24/7 contact at school
- Do not allow pupils to use a phone
- Do not speak to the press

Guidance on Emergency Procedures

- Make sure that all other members of the party are accounted for and safe
- Establish nature and extent of the emergency
- If there are injuries, establish their extent and administer first aid
- Establish names of the injured and call relevant emergency services
- Advise other party staff of the incident and check that emergency procedures are in operation
- Ensure that an adult from the party accompanies casualties to hospital. If on your own you should look after the rest of the party until another member of staff arrives.
- Ensure that the remainder of the party are adequately supervised throughout and arrange for their early return to base. **Pupils should not be allowed to use telephones.**
- Arrange for one adult to remain at the incident site to liaise with emergency services until the incident is over and all children are accounted for
- Control access to telephones by staff until contact is made with the Headmaster, Deputy Head or Bursar and until they have had time to contact those directly involved
- Pass full details of the incident to school contact (name, nature, date and time of incident, location of incident, details of injuries, names and telephone numbers of those involved, action taken so far).
- Telephone numbers for future communication (identify alternative telephone numbers in case telephone lines become jammed)
- The school will arrange to contact the parents of those involved. In serious incidents the parents of all party members should be informed
- Media:
 - ❖ A designated person should act as the point of contact with the media to whom all involved should direct questions.
 - ❖ Under no circumstances should the name of any casualty be divulged to the media.
- The Party Leader should write down as soon as practicable all relevant details. A record should be made of any witnesses. Any associated equipment should be kept in its original condition
- Legal liability should not be discussed or admitted.

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Tour Company:

Emergency contact number:

Tour Rep:

Emergency contact number:

Coach Company/Airline contact details:

Hotel:

British Consulate/Embassy

<https://www.gov.uk/world/embassies>

School Travel Insurance

SFS Group Ltd

Contact: Lisa Fairbrother: 01306 746311 Email lisa-fairbrother@sfs-group.co.uk

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