Medical Emergency Response Plan for The Future Foundation School during Field Trips/Excursions

Objective: To ensure that proper care is taken for children falling sick or getting injured during excursions

To ensure before the trip:

- At least one school staff person must be trained in first aid.
- The field trip coordinator should also ensure that appropriate first aid equipment and supplies are available during the trip.
- Parent/guardian phone numbers must be with the field trip coordinator or their designee.
- The medical history of children included in the trip to be kept with the trip coordinator.

In the event of a child falling sick or getting injured during the trip:

Procedure:

- Designated school staff person administers first aid procedures/simple medicines as indicated by the nature of the accident/illness.
- Parents are notified.
- If the injury is major the Field Trip Coordinator takes the child to a doctor or gets the child admitted to a nursing home/hospital immediately depending on the doctor's advice.
- Field trip coordinator or designee keeps parents or guardian informed accordingly.
- A proper prescription from the doctor is taken, a copy of which is handed over to the parents after the excursion.
- Parents are also kept informed about all medications administered.
- It is the discretion of the parents to withdraw the child from the trip, arrangements (including person responsible for escorting the child, transport costs) and expenses for which to be borne by parents.
- An authorisation letter to be sent by parents to trip coordinator in case parents are unable to escort the child back home.
- Staff witnessing and/or providing first aid care should complete an accident/medical care report.
- The report to be kept in the Anecdotal File of the child and the Class Teacher to be kept informed.