

14.0 Emergency Procedures

14.1 Emergency Planning

A 'Home-Base & Visit Emergency Pack' system as a suitable tool for ensuring that each educational visit or activity has been fully prepared for, and has been checked and approved by the Local Authority's Outdoor Education Officer.

This system is considered essential practice and has therefore been recommended by the Local Authority for use by all schools and establishments involved with organising or providing educational visits.

The Home-base Emergency Pack

This emergency pack should remain with the Emergency School / Home Contact and be kept conveniently by their telephone along with a notepad and pen.

The following information should be contained within the pack: -

- The responsibilities of the Emergency School/Home Contact (see section 4.8).
- The procedures to be followed by the Emergency School / Home Contact (see section 4.8).
- Information regarding individual visit insurance arrangements (see section 7).
- Details of any alternative (bad weather) programme.

Any other necessary relevant information such as the details of the planned travel route and any arranged stop-off points and a pre-planned Phone Call & General Contact Record Sheet.

Copies of the following records should be contained within the home base emergency pack:

- The Application For The Approval of Educational Visits By the Head Teacher, Governing Body or LA (suitably completed). (Form 1, appendix 2)

- Liverpool City Council's Risk assessment and control measure records for the visit and activities. (Form 2, appendix 4)
- Parental consent forms containing emergency contact information for each Group Member. An emergency contact should be provided for adult Group Members. (Form 3, appendix 5)
- Summary Contact Checklist of pupils/ young people and any staff or adult volunteers attending the visit. (Form 4, appendix 7)
- A supply of Liverpool City Council's Accident/Incident report record forms.

The Visit Emergency Pack

This pack should be taken with the **GROUP LEADER and DEPUTY GROUP LEADER** and be readily accessible during the visit along with a notepad and pen.

The following information should be contained within the pack: -

- The responsibilities of the Group Leader (see section 4.5).
- The procedures to be followed by the Group Leader (see sections 4.5, 14 and 15).
- Emergency procedures (Group leaders should follow local authority guidance as described in the School Emergency Plan SEMP, group leaders should complete SEMP document entitled "Incident Management Flowchart for Group Leaders" and carry at all times when on a visit.)
- Information regarding individual visit insurance arrangements (see section 7).
- Details of educational visit programme.
- Details of any alternative (bad weather) programme.
- Equipment checklist.

- Any other necessary relevant information such as the details of the planned travel route, any arranged stop-off points and a pre-planned Phone Call & General Contact Record Sheet including information on specific needs such as medication.

Copies of the following records should be contained within the visit emergency pack:

- The Application For The Approval of Educational Visits By the Head Teacher, Governing Body or LA (suitably completed). (Form 1 appendix 2)
- Liverpool City Council's Risk assessment and control measure records for the visit and activities. (Form 2 appendix 4)
- Parental consent forms containing emergency contact information for each group member emergency contact should be provided for adult group members. (Form 3 appendix 5)
- Summary Contact Checklist of pupils/ young people and any staff or adult volunteers attending the visit. (Form 4 appendix 7)
- A supply of Liverpool City Council's Accident / Incident report record forms.
- Checklist of pupils / adults on the visit (containing no confidential information), for use when undertaking headcounts.

14.2 First Aid Arrangements

Adequate and appropriate first aid provision must be made available for all out-of-school activities. First aid should form part of the educational visit risk assessment. Before undertaking any off-site activities the Head Teacher and Group Leader should assess the level of first aid that may be required and agree the appointment of a person to be responsible for first aid arrangements during the visit. For local low risk activity a person holding an emergency first aid qualification may be sufficient. For activities in remote environments such as during

Duke of Edinburgh award expedition training one supervisor should hold a first aid qualification specific to the outdoors.

The Group Leader and other Group Supervisors/Members should know names and locations of First Aiders during the visit. This information should be kept in the in the Emergency Pack.

Numbers & Competencies of First Aiders

The Group Leader should make an assessment of first-aid needs appropriate to the circumstances of each educational visit. The aim of first aid is to reduce the effects of injury or illness suffered during the educational visit, either caused by the activities or by some factor outside the Group Leaders control. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid personnel and facilities should be available to give immediate assistance to casualties with both common injuries or illness and those likely to arise from hazards associated with specific activities planned during the educational visit as well as to summon an ambulance or other professional help.

The Group Leader should decide the number, and level of qualification of First Aiders that will be adequate and appropriate. The number of people on the educational visit should not be regarded as the only factor in deciding how many first aiders would be appropriate. Considerations to be taken account of within the educational visit risk assessment include the nature of the activity, the kind of likely injuries due to the activities and the distance to the nearest hospital. The person/people chosen to be the First Aider(s) on an educational visit should be selected on the basis of being competent, suitably qualified, and able to act in an emergency and having a degree of organisational ability.

Group Leaders may need to justify on what grounds the level of first-aid provision has been set. Although there is no requirement

for the assessment of first-aid needs to be formal or written, it may be useful to record the results.

Appointed Persons

Where the risk assessment identifies a comparatively low-risk to health and safety and identifies that a first aider is not necessary the Group Leader must still ensure that there is an Appointed Person on every Educational Visit. It is the duty of the Appointed Person to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required. **Arrangements should be made for an appointed person to be available to undertake these duties at all times during the educational visit.**

First Aid Boxes

Portable first aid boxes for use on educational visits should be readily accessible at time of need, e.g. kept on board the coach during the journey. All minibuses are required by law to carry two first aid boxes. The educational visit supervisors should hold a suitably stocked number of portable first aid boxes children/young people should not have free access to first aid boxes.

Medical Room

If there is a designated first aid room at the venue children/young people must not be sent there and left alone. The Group Leader should be informed if a group member is sent to the first aid room or requires first aid.

Transportation

In general, if a group member requires hospital treatment for injury or illness, an ambulance should be called by dialling 999, dialling 9 - 999 if calling through a switchboard within the UK or by using the appropriate emergency number if abroad. At the Group Leader's discretion, an injured or sick adult or child may be taken home by taxi or car, provided they are accompanied by a responsible person, other than the driver, who is known to the child.

If private transport is to be used the Head Teacher / acting Head Teacher or IY&PS Area Manager must authorise a nominated member of staff as the driver; ensuring that the driver is adequately insured (Business Use Insurance Cover) to drive the vehicle. These checks should be carried out and documented as part of the educational visit emergency plan.

Administration of Medication during an Educational Visit

If pupils need to take medication during an educational visit, parents must inform the Head Teacher of this requirement either in writing or in person. Parental permission and medicine administration instruction should be provided to the Group Leader. Medication should be collected in its original container, and details of dosage should agree with instruction given by parents. Medication must be kept in a securely controlled medical store or held where appropriate by a suitable person until it is required. A written record should be kept of times and dosages of medications administered, the record should be signed and witnessed.

Emergency Details

If a participant is admitted to hospital, the Group Leader should inform the Emergency School / Home-base Contact and refer to the Emergency Contact List which includes details of contact telephone numbers to inform parents, these details should be kept by the Group Leader.

14.3 In the Event of an Accident or Event

The information within this Section is intended to supplement that of the Education Authority's Schools' Health and Safety Policy 2002 and Liverpool Authority's Schools Emergency Planning Guidance, The Schools Emergency Plan (SEMP) and for group leaders the synopsis document "Incident Management Flow Chart for Group Leaders)

All accidents must be recorded and reported to the school or Integrated youth and play service. The more serious accidents are required to be reported to the Council's Occupational Safety and Health Unit via the Council's electronic accident form available on the Council's intranet or Ed-net websites. Some accidents are required to be reported to the Health and Safety Executive, see Section 16 Accident Reporting Procedure.

Emergency first aid procedures

Despite good planning and organisation there may be accidents and emergency situations that require an on-the-spot response by those leading the educational visit. The following outline guidance is intended for Group Leaders; to assist them in being prepared for such emergencies. The LA has put in place procedures to support all group leaders, teachers and youth workers during an emergency situation. The procedures and guidance are documented in Liverpool City Council's Schools Emergency Planning Guidance and associated documents. These procedures and the accident reporting procedures noted in this section should be considered alongside any visit specific emergency arrangements.

The Group Leader will remain in overall charge of those on the educational visit, however when summoned to an accident, the first aider will, so far as is practicable take charge of first aid treatment and render such first aid as is advised or authorised for certificated first aiders. If required and taking into account the advice of the first aider, the Group Leader should call the emergency services or ensure that the emergency services have been summoned.

On no account should injured persons be left alone or allowed to go to hospital by themselves. Should an ambulance be required, the first aider is to stay with the injured person until it arrives and provide any required details to the ambulance staff. Where possible the first aider should

accompany the injured or sick person to the hospital, to the doctor or to their home.

A record should be made of every occasion when any employee, participant or other person receives first aid treatment whilst on an educational visit as part of a school-related activity.

Group Supervision



The Group Leader or deputy must:

- Establish the nature and extent of the emergency as quickly as possible. Advise all other staff and/or supervisors of the emergency and ensure where possible that the emergency procedure is followed.
- Ensure all group members are accounted for.
- Immediately establish the names of any injured people and if possible assess the extent of their injuries. Get immediate medical attention for them. On no account should injured persons be left alone.
- Ensure that if hospital treatment is required a teacher or adult known to the injured / sick person(s) accompanies them on the journey to hospital; this is in addition to the driver of the ambulance or vehicle. A communication should be made from the hospital to the Emergency School/Home-base Contact to advise them of the situation.
- Ensure the rest of the group are adequately supervised, kept together at all times, have understood what has

happened and the implications for the rest of the visit programme.

- Notify the police or other emergency services if necessary.
- Notify the British Embassy/Consulate, if necessary, if an emergency occurs abroad.

Communication

The Group Leader or deputy must:

- Make immediate contact with the designated Emergency School / Home-base Contact and provide details of the emergency. Unnecessary group member access to telephones, including mobile phones, should be restricted as far as possible until emergency contact has been made. The Emergency Contact telephone number must be available at all times during the visit in the Emergency Pack.
- Prepare a report as soon as possible following an accident, incident or near miss noting names, addresses and telephone numbers of any witnesses.

The Emergency School/Home-base Contact must: -

- Record all telephone communications and incident details clearly and accurately on record sheets.
- Arrange a call-back time for an update from the Group Leader.
- Make sure relevant information is to hand before telephoning anybody regarding the incident.
- Inform the LA via the Outdoor Education Officer about serious accidents or incidents.
- Decide with the Group Leader which, if any, parents need to be informed about the incident. Record details of contacts made with parents on the emergency contact list. If contacting parents be clear, brief and reassuring.
- Inform parents of the local hospital telephone number if it is necessary.

- Not give out the venue telephone number or your contact telephone number to parents or others who do not require them. These lines are to be kept free from casual use.
- Not stay on-line too long with any individual; as others may be trying to call you; instead arrange a time to call back with more news.
- Not give out the venue telephone number or your contact telephone number to parents or others that do not require them. These lines are to be kept free from casual use.
- Report Accidents and incidents to relevant Head Teacher or IYPS Area Manager. In addition a formal report should be provided to the City Council's Health and Safety Unit using the electronic form in line with the City Council's accident reporting process (see Section 15) as soon as possible but at least within five work days.
- Provide any accident, incident reports or other relevant record sheets to the Group Leader on their return from the visit.
- Contact the LA press office 0151 225 2611 and give all available information relating to the incident.

The names of any injured group members should not be released to the media. Caution is required when making any statement as legal proceedings may follow an accident or incident.

In the event of an emergency where support is required from the LA, telephone LCC emergency number 0151 233 2635 (taking into account the dialling code when out of the local area or abroad) who will connect you with the Senior Response Officers. On contacting this service or any other pre-arranged Emergency Contact clearly state that it is an "educational visit emergency", the number of the telephone you are talking from, the name of your school or facility, your location and nature

of the emergency. Other details you should relay include the time and date of the incident, names of casualties, details of injuries, the names of any other parties involved and the action taken so far and yet to be taken.

Near Miss Incidents

A near miss is an occurrence that had the potential, but did not lead to an accident (there is no injury, ill health or damage to property). All near misses should be reported within 24 hours to the Health and safety Unit via the council's accident eform available on the intranet or Ednet websites and to the LA outdoor education officer. Investigation of near misses is as important as the investigation of accidents as they may identify trends or prevent an accident occurring. Following a near miss, alternative activities may need to be provided; such a change should form part of the emergency plan. Any revised arrangements should be communicated to all those on the educational visit and where necessary to the school/home- base contact and to the LA.

14.4 In the Event of an Early or Late Return Home From a Visit

The Group Leader must contact the Emergency School / Home-base Contact with the reason for the change of plan and the revised expected return time. The

Emergency School / Home-base Contact must make a note of any change on an incident record and call parents with the latest expected return time, if appropriate.

14.5 In the Event of Not Receiving a Pre planned Call

If the Group Leader has not called at the agreed time, the Emergency School / Home-base Contact should wait a reasonable time (e.g. one hour) before trying to contact them as they may simply be running behind schedule. If the Group Leader or Deputy Group Leader cannot be contacted after this time, contact the intended venue as they may be able to offer an explanation, for instance delays due to heavy local traffic.

Contact the travel company or tour operator, as they may assist you in locating and contacting the visit coach or minibus. They may have an explanation for any delay, for example a tyre change may have been required. An alternative may be to contact any pre-arranged stop-off-points; these may be able to confirm if the party has already arrived or if they have continued on their journey.

If you are not satisfied with the explanations from any of the above contacts check the emergency procedures (see section 14).

