

# Mugginton Church of England Primary School



## Major Incidents Occurring on Out-of-School Activity Guidance

(to be read in conjunction with the School Critical Incident Plan)

A Critical or Major Incident is defined as an emergency affecting pupils, personnel or property, requiring immediate responsive action beyond that which could be reasonably expected during the day to day running of the school.

### ***A log of decisions made and actions taken must be kept during a Major Incident***

Any emergency affecting a school may afterwards become the subject of a detailed inquiry. It is important that accurate written records are kept, and that no piece of information about either the planning or the response to the incident is lost. Each member of staff involved in dealing with the emergency should log decisions made, telephone calls made and received and tasks carried out. **These records should be retained after the incident for future reference.**

In the event of a major incident occurring in an out-of-school activity, the actions listed below should be followed and implemented **as appropriate to the situation**

One of the key responsibilities of the Trip Leader is to project a sense of calm and encourage those around them to think and act as calmly and effectively as possible, even in the most challenging circumstances. Staying close to the procedure outlined below will bring clarity and efficiency to our response to a major incident.

- 1) Gather details of the incident – is immediate First Aid required? Did anybody witness the incident? Is the site of the incident safe?
- 2) Alert relevant emergency services via 999.
- 3) Call for assistance if available.

- 4) Administer First Aid if necessary/possible.
- 5) Account for all members of the group.
- 6) Identify and make clear roles for key staff. Who is travelling to the hospital? Who is waiting with the injured party? Who is supervising the remainder of the group?
- 7) Re-check the details of the incident. Were there any witnesses?
- 8) Instruct one staff member to stay at the incident site to liaise with the emergency services.
- 9) Arrange the safe return of non-casualties to base (with appropriate number of staff) and make sure all staff and members of the group are informed of the incident in an age-appropriate fashion.
- 10) If not on site, inform the Headteacher or the Home Contact as soon as possible. Give as much information as possible:
  - Date, time, location and nature of the incident
  - Name(s) of those involved
  - Details of any injuries
  - Actions taken
  - Contact point/person
- 11) Decide whether or not the activity should be abandoned. If so, arrange for non-casualties to return to school. Keep Headteacher/Home Contact updated and liaise with Home Contact over transport arrangements.
- 12) Do not discuss legal liability and in extreme cases prepare to deal with the media. This should be done in consultation with the police and under the advice of the Headteacher.

**The Home Contact for this trip is:**

**Mrs Vanessa Horobin :      01335 360261**

**07528537401**