

## School visit critical Incident plan

**A list of pupils and adults taking part in the visit will be left in the school office.**

- Secure the site and make sure that children and adults are safe.
- Administer first aid if necessary.
- Contact emergency services giving full details of injuries if necessary.  
Are injured individuals conscious and breathing?
- **Contact the “contact person” at school (named on risk assessment).**  
**The contact person will deal with:**
  - a) Parents
  - b) **Contacting the coach company or organising transport if necessary**
- Contact person will  
Gather parents together in the school building.  
Parents of injured children should be taken to a separate room and given full information, they may need to travel to the hospital.  
Remaining parents should stay in school but should not travel to the site.
- The press will make contact with the school. The school will refer them to the LA and will not comment.

### Residential visits

- During school hours the contact person will be the school administrator. Out of hours it will be either the head or deputy. The visit leader will take the head teacher or deputy head teacher’s contact details with them (home and mobile numbers are on the risk assessment form).

Date:

Signed: