

SCHOOL TRIP MEDICAL READINESS CHECKLIST

1. Review pupils' medical needs

- ☐ IHCPs for pupils attending the trip have been reviewed
- ☐ Plans have been reviewed with the specific trip in mind
- ☐ New or changing medical needs have been checked
- ☐ Families' contact details are up to date
- ☐ Consent forms and relevant medical information have been returned

2. Brief accompanying staff

- ☐ Relevant staff know which pupils may need medical support
- ☐ Medical information has been shared with the relevant members of staff
- ☐ Staff know how to support pupils with medical needs, including using emergency medication (inhalers, AAls...).
- ☐ Accompanying staff's first-aid training is up to date
- ☐ Roles and responsibilities in an emergency have been agreed

3. Check medication

- ☐ Required medication is in date
- ☐ All required medication is packed
- ☐ Emergency medication is readily accessible and accompanying staff know where it is kept
- ☐ Staff are familiar with agreed medication procedures

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4. Pack the essentials

- ☐ First-aid kit
- ☐ Emergency medication
- ☐ Pupil-specific medical equipment
- ☐ IHCPs and medical information are readily available
- ☐ Parent/carers contact details are available
- ☐ School contact details are available
- ☐ Consent forms are available

5. Prepare for an emergency

- ☐ Accompanying staff know where the nearest hospital with an A&E department is
- ☐ Accompanying staff know where the nearest urgent treatment centre is
- ☐ Medical information is easily accessible
- ☐ Accompanying staff know who will call 999 if needed
- ☐ Accompanying staff know who will stay with the pupil
- ☐ Accompanying staff know who will support the wider group
- ☐ Accompanying staff know who will contact school
- ☐ Accompanying staff know who will contact parents or carers
- ☐ The group's location can be clearly shared with emergency services

This checklist is intended as a practical guide to help schools prepare for trips and should be used alongside the school's existing policies, procedures, and Individual Healthcare Plans. It does not replace first-aid training, professional medical advice or emergency guidance.