

**To:** Education and Children Policy Board

**On:** 19 January 2017

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**Report by:** Director of Children's Services

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**Heading:** Educational Excursion (Amendment)

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## **1. Summary**

- 1.1. The Education and Children Policy Board on 20 August 2016, approved the Educational Excursion Policy.
- 1.2. Following the approval of this paper queries were raised by head teachers and excursion leaders on the requirement of it being essential that a trained first aider be present on overseas and residential excursions. This is detailed in Section 12 "First Aid" of policy document. Attached as Appendix 1.
- 1.3. Following further discussion with Corporate Health and Safety and a review of the Scottish framework for safe practice in off-site excursions "Going Out There", developed in partnership by the Scottish Government, it was agreed that this may not be necessary for every trip.

It was agreed that a detailed risk assessment should be carried out by the trip leader which should be discussed with the head teacher to decide on whether the location and activities to be carried out on the trip merit a trained first aider to be present.

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## **2. Recommendations**

- 2.1. The education and children policy board are asked to approve the amendment of Section 12 "First Aid" of Standard Circular 33 attached as Appendix 2 to this report.
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## **3. Background**

- 3.1. Prior to the policy document being updated there was no mandatory requirement for a trained first aider to be present at an overseas or residential

trip. In addition to this the Scottish framework for safe practice in off-site excursions “Going Out There”, developed in partnership by the Scottish Government, confirms also that this also may not be necessary for every trip.

- 3.2** Schools have a limited number of trained first aiders that could be made available for every trip. This would result in result in personnel and financial resource implications for every school.
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## **Implications of this report**

**1. Financial Implications**

None.

**2. HR and Organisational Development Implications**

None.

**3. Community Plan/Council Plan Implications**

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|---------------------------------------|---|
| Children and Young People             | - Promotes supporting education beyond the classroom.   |
| Community Care, Health and Well-being | - Improved health, safety and welfare of users.   |
| Safer and Stronger                    | - It will support continuous review of the health and safety performance which will lead to improved service provision. |

**4. Legal Implications**

This report will assist the department to meet its legal requirement under health and safety legislation and the Standards in Scotland’s Schools Act etc. 2000 Section 2(1).

**5. Property/Assets Implications**

None.

**6. Information Technology Implications**

None.

**7. Equality and Human Rights Implications**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals’ human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council’s website.

**8. Health and Safety Implications**

Improved health, safety and welfare of employees and service users.

**9. Procurement Implications**

None.

**10. Risk Implications**

It will allow the department to manage risk as effectively as possible and where reasonably practicable will support the elimination or control of identified risks.

**11. Privacy Impact**

None.

**12. COSLA Policy Position**

None.

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**List of Background Papers**

- (a) Background Paper 1: Educational Excursions (Standard Circular 33) ECPB  
20/08/16

The foregoing background papers will be retained within children's services for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is (Laura Baillie, Resources Support Manager, 0141 618 7185, [alison.gallagher@renfrewshire.gov.uk](mailto:alison.gallagher@renfrewshire.gov.uk))

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***Education and Leisure Services***

LB/GMcK/LG

11 January 2017

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First Aid must form part of the risk assessment for the excursion. The Excursion Leader must assess what level of First Aid might be needed. This must take into account the medical needs of pupils participating in the excursion as declared on the parental consent form or otherwise disclosed to the establishment. Provision must be made to cater for the particular needs of pupils participating in the excursion, for example administration of epi-pen.

The Excursion Leader must have ready access to a suitably stocked First Aid Kit. One member of staff accompanying the excursion must be designated as responsible for first aid. All adults on the excursion should know how to contact the emergency services.

For residential and overseas excursions it is essential that at least one member of staff accompanying the excursion holds a current first aid certificate.

For day / evening excursions the risk must be assessed. Factors to consider will include the individual medical needs of participants, the length of time the excursion will last, whether the excursion will take place in an area removed from emergency assistance.



### 12. First Aid

First Aid must form part of the risk assessment for the excursion. The Excursion Leader must assess what level of First Aid might be needed. This must take into account the medical needs of pupils participating in the excursion as declared on the parental consent form or otherwise disclosed to the establishment. Provision must be made to cater for the particular needs of pupils participating in the excursion, for example administration of epi-pen.

The Excursion Leader must have ready access to a suitably stocked First Aid Kit. One member of staff accompanying the excursion must be designated as responsible for first aid. All adults on the excursion should know how to contact the emergency services.

For residential and overseas excursions a detailed risk assessment should be carried out by the trip leader which should be discussed with the head teacher to decide on whether the location and activities to be carried out on the trip merit a trained first aider to be present.

Areas for consideration are detailed below:

- the nature of the trip and activities the pupils will be taking part in;
- the country they are visiting;
- how near they are to medical facilities;
- what first aid provision is available on the site they will be visiting;
- pupils with specific medical needs; and
- requirement for administration of medicine for pupils

For day / evening excursions the risk must be assessed. Factors to consider will include the individual medical needs of participants, the length of time the excursion will last, whether the excursion will take place in an area removed from emergency assistance.