

Risk Analysis Assessment for Excursions – Field Trips

Example of a Grade 1 field trip to a remote location for one day

Level of Event Happening

High Risk

- Falling/Scratches/Bruises
 - Clean wounds and apply bandage (if necessary)
 - Use hand sanitizer (before eating)
- Motion sickness
 - Seat child in the front of the bus
 - Roll down windows
 - Stop the bus in case of vomiting and have a plastic bag available
- Bathroom Accident
 - Bring a change of clothes (the teacher will have it)
 - Have children visit the bathrooms before leaving school and before starting the walk.

Medium Risk

- Mosquito bite
 - Put mosquito repellent on kids
 - Apply anti-itch cream
- Sunburn
 - Wear hats and sunglasses
 - Apply extra sunscreen before leaving the classroom
- Dehydration
 - Stop for water breaks
 - Bring extra water for children and adults
- Cellphone range
 - Use the venue phone (if available)
 - Use the bus radio (if in range)
 - If there is a serious emergency, leave the venue immediately and call the school as soon as cellphone range is reached.
 - Send for help
 - Try text messaging

Low Risk

- Snake bite
 - Apply a crepe bandage and splint as immediate first aid adjuncts to slow the absorption of the venom.
 - DO NOT remove the bandage or splint until the patient has arrived at the hospital and is receiving the antivenom.
 - Get to the nearest medical facility as quickly as possible.
- Spider bites and Stings
 - Apply a broad pressure bandage to the limb immediately,

- particularly over the bite site, and immobilise with a splint.
 - Get the victim to a hospital or medical centre.
 - DO NOT remove the bandage — this will result in spread of the venom through the system.
- Child getting lost
 - Provide 4 different chaperones. Each child will be carrying an index card with their name, the school's name, and the school's telephone number.
 - Use a buddy system
 - Each teacher or assistant will be responsible for 4-5 children.
 - Have a class discussion about what to do if you get lost.
- Bus breakdown
 - Discuss the situation with the bus driver to gain pertinent information
 - Notify the school by radio or cellphone
 - Request backup support if needed
 - Keep the children calm and on the bus if possible
- Broken bones
 - **Stop any bleeding.** Apply pressure to the wound with a sterile bandage, a clean cloth or a clean piece of clothing.
 - **Immobilise the injured area.** Don't try to realign the bone or push a bone that's sticking out back in. If you've been trained in how to splint and professional help isn't readily available, apply a splint to the area above and below the fracture sites. Padding the splints can help reduce discomfort.
 - **Apply ice packs to limit swelling and help relieve pain until emergency personnel arrive.** Don't apply ice directly to the skin — wrap the ice in a towel, piece of cloth or some other material.
 - **Treat for shock.** If the person feels faint or is breathing in short, rapid breaths, lay the person down with the head slightly lower than the trunk and, if possible, elevate the legs. Keep the person warm.

Items Needed:

- First Aid Kit, including a thermal blanket and ice packs
- Extra sunscreen
- Extra mosquito repellent
- Extra cellphone credit
- Water x 18
- Packed lunches (for the students who order from the canteen)
- Medical information form (from office manager)
- Entrance fee money
- Student Participation & Emergency Contact Form x 5 (4 chaperones + bus driver)