

# School trip checklist

## About me:

Name:

D.O.B:

Address:

## Emergency contacts:

Name:

Contact number(s):

Relationship:

Name:

Contact number(s):

Relationship:

## Consider the following for those with epilepsy:

	Notes
Does the student have an individual healthcare plan (IHP), education health and care plan (EHCP) and details of their emergency medication plan? Do you have this with you?	
Are you familiar with any potential seizure triggers?	

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## Consider the following for those with epilepsy:

	Notes
Is there a sufficient number of staff on the trip who are trained to administer the required medication(s)?	
Where will medication be safely stored and who is responsible?	
Is one-to-one support required in case of a seizure?	
Is there a sufficient number of staff on the trip who know how to respond if a seizure occurs? Are students aware?	
Has staffing been arranged to ensure there is enough staff available should one need to remain with an unwell child for an extended period?	
Is there an appropriate place for recovery after a seizure?	
Is there a way of contacting the emergency services if required? Are there any mobile reception or access issues?	
Is there a plan in place for discreetly and quickly dealing with any incontinence issues that may occur, ensuring dignity and privacy can be maintained throughout?	
Are there adequate sleeping arrangements and safety measures in place for those with night seizures?	