

Plan safe trips and excursions

A suggestion for implementing the strategy 'Create an inclusive learning environment' from the Guide: [Allergies and learning](#)

-
- Includes:**
- Prepare for trips
 - Self-review checklist
 - Manage risk assessment
 - Plan together
 - Overnight trips and camps
 - Useful resources

Inclusive Education

From

Guide: [Allergies and learning](#)

Strategy: [Create an inclusive learning environment](#)

Suggestion: [Plan safe trips and excursions](#)

Date

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Prepare for trips



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Self-review checklist

Ensure barriers to participation and potential health risks are identified.

- ✓ Communicate trip intentions to students, parents, and whānau ahead of time to provide opportunities for them to report any allergy risks.
- ✓ Identify individuals with allergies.
- ✓ Collect up-to-date allergy information from parents and whānau.
- ✓ Scope the area being visited to identify possible hazards, such as grasses or bees.
- ✓ Identify first-aid helpers.
- ✓ Check and update medical kits.
- ✓ Ensure students have their medication with expiry dates checked.
- ✓ Make the completed RAMS form available to all staff and helpers.
- ✓ Include copies of allergy action plans with the RAMS form. Make them accessible to staff and helpers at all times.
- ✓ Include key cell phone numbers and contacts on the RAMS form.

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Manage risk assessment

The image shows two overlapping forms used for risk assessment. The top form is titled '2. EOTC Risk Assessment Form' and includes a table with columns for 'Harm', 'Hazard', 'Risk Rating?', and 'Controls'. The table lists four hazards: 'Fall over cliff', 'Raining', 'Inexperience on rough terrain', and 'Poor footwear', with corresponding risk ratings (Severe, Medium, Low, High) and control measures. The bottom form is titled 'Excursion Risk Assessment' and includes sections for 'Excursion/Service Name', 'Destination', 'Date', 'Approx numbers children/adults', 'Description and purpose of excursion', 'Transport/logistics', 'Hazard', 'Action', and 'Approved by Person Responsible'.

Harm	Hazard	Risk Rating? How serious is this?	Controls
For Example Serious injury - fracture, sprain, cut	Fall over cliff	Severe	i) Do not take the short cut back across the slip face. ii) Follow DOC signs and warnings (check at information centre and DOC Website before trip)
	Raining	Medium	i) Discuss appropriate pace of travel
	Inexperience on rough terrain	Low	i) Discuss appropriate methods of travel, identify hazards such as tree roots and discuss how to avoid them
	Poor footwear	High	i) Do not allow "street" shoes with no grip ii) Check students have appropriate shoes (grip on soles, ankle support) iii) Have "bare" boots available

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Plan together



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Overnight trips and camps

Considerations for planning a safe and successful camp

- ✓ Review student allergy and anaphylaxis action plans and take copies with you.
- ✓ Check that school camp and excursion medical forms are up-to-date.
- ✓ Check the dosage and administration of any medication taken on the trip. Ensure it is recorded on the RAM sheet.
- ✓ Communicate with the camp and provide it with specific dietary requirements.
- ✓ Talk with students about preventing allergic reactions and emergency treatment.
- ✓ Identify students who self-manage their allergy medication and ensure they have it with them before leaving on the trip.
- ✓ If students are carrying their own medication, know where it is for quick, easy access.
- ✓ Take a spare EpiPen in the first-aid kit.
- ✓ Revisit allergy and anaphylaxis first-aid procedures.
- ✓ Check with families and whānau to establish the level of support students need to manage their allergies. For example, they may need support or reminders to use their medication.
- ✓ [Example form](#) used by a school to gather information from students and parent helpers for EOTC week.

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Useful resources



Examples of risk minimisation strategies for schools, preschools and childcare services

Read time: 12 min

This is a practical list of issues to be considered when developing policies and processes for dealing with allergies.

[Download PDF](#)



Camp allergy management checklist

Read time: 3 min

This help sheet provides information to support camp staff and groups attending camps to prepare for a safe experience for those at risk of anaphylaxis.

Publisher: Allergy & Anaphylaxis Australia

[Visit website](#)

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