Emergency in General Community Locations

Emergency encountered during a Field Trip

1. Families will sign field trip forms that:
    1. Include inherent risks and complete waiver forms as appropriate
    2. When staff are taking students offsite on field trips they should bring with them the appropriate emergency bag which includes:
        1. Student medical and safety forms
        2. Student support forms
        3. Legal Alert information
        4. Emergency contact information for each child
    3. Ensure students adhere to the related School Policies and Procedures
    4. Ensure students adhere to the Emergency Protocols and Procedures
2. Flex Staff Field trip supervisors ensure a First Aid kit is either available on-site or taken along.
3. Parent accompaniment may be recommended for full student experience and extension of learning.

In the rare event that an accident or emergency occurs while transporting students, Flex Staff Field trip supervisors will:

1. Account for all students.
2. Contact and inform school administration and await further instructions
3. Depending on the emergency, school staff might be asked to only release students to parents, guardians or authorized representative and record name to whom students were released.
4. At the scene, staff are not to discuss with any onlookers. Never speculate about what happened. Never accept or place blame.

> In all of the above scenarios, it is important to complete an accident or incident report should the need arise.

Revision #6
Created 28 July 2023 22:11:07 by Ryan McGuire
Updated 20 October 2026 19:06:57 by Bri Dyck