

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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DAY SCHOOL TRIP POLICY Jan 2024

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny, R95H985
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Rationale

CBS Secondary School Kilkenny is committed to incorporating school trips as part of the educational experience in the school. The curriculum content of some subjects require field studies/trips/recreational activities which take place off school grounds, in addition to multiple day trips involving school sports teams. These activities serve to significantly enhance the academic curriculum as taught in school and to enrich the social and personal development of those students participating in them.

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and addendum 2019, and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).

Day School Trip Policy:

1. Prior to discussion with students, Teachers/Trip Organisers should first consult with school management before organising a trip giving suitable notice where practicable.
2. Such trips may be deemed optional/compulsory as decided by the Teacher/Trip Organisers.
3. Such trips usually incur a cost to each student but every effort is made by the Teacher/Trip Organisers to ensure that all students are in a position to participate.
4. It is the responsibility of parents to disclose pre-existing medical conditions to the Teacher/Trip Organiser prior to the trip. It is understood that students who play as part of a team or group representing CBS Kilkenny have on-going parental permission to travel to away matches/events unless previously notified by parents.
5. Students must adhere to the School Code of Behaviour and any additional rules that Trip Organisers/Teachers/school management deem necessary.
6. Before a student is accepted for a trip, his previous behaviour may be taken into account.
7. Should a student become ill or injured on a trip then parents will be informed as soon as practicable, and medical attention will be sought for the student if necessary. Parents should note that injury or illness to a student may impact to some extent on the supervision of remaining students on any trip should it be necessary for a teacher to accompany a student seeking medical attention
8. Each sports management team is responsible for taking a properly equipped First Aid Kit to all games and in the event of an accident, the teacher involved will follow Clinical Practice Guidelines in dealing with and injury (**see Appendices 1, 2, 3**).

9. Students must all depart from and return to the advertised point of departure unless a prior arrangement has been agreed upon between parent/guardian and teacher involved. A parent must be physically present to collect a student outside the advertised point of departure.
10. The health and safety of all who partake in a school trip is paramount. Every reasonable effort should be made by all to ensure the health and safety and enjoyment of everyone who partakes in such a trip. An Accident Report Form must be completed for all accidents/incidents that may occur on the excursion.
11. All Trip Organisers and accompanying adults must familiarise themselves with CBS Kilkenny Child Safeguarding Statement in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary Schools 2017.

General Data Protection Regulations came into force in May 2018. This policy has been reviewed in accordance with best practice as detailed in this legislation.

While renewing this policy, due consideration has been given to all aspects of the Wellbeing of students at CBS Kilkenny and particularly to Wellbeing as per School Improvement Plan (May 2018).

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____
Chairperson, Board of Management

Date: _____

Appendix 1

FAR Clinical Practice Guidelines 2021 edition (Updated June 2023)

The following guidelines should be followed in the event of an accident/incident.

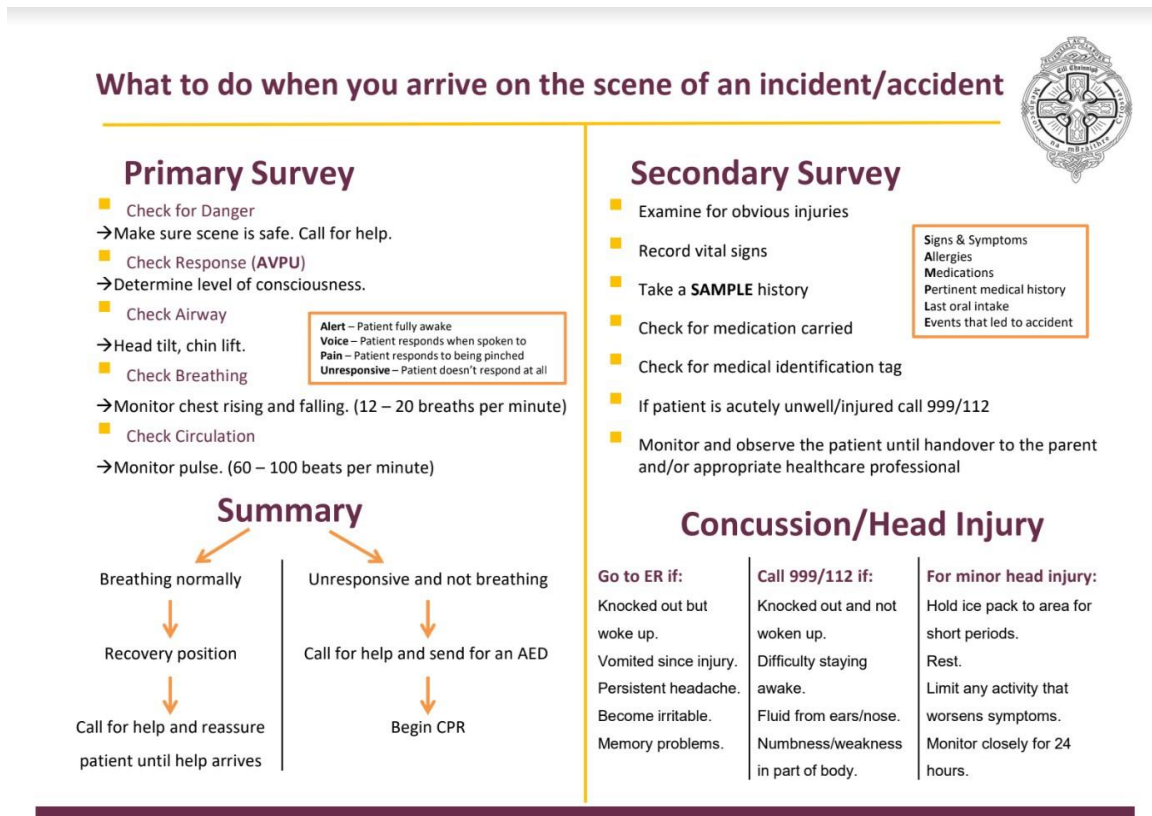
[FAR Clinical Practice Guidelines](#)

Appendix 2

HSE Guidelines for Concussion

<https://www2.hse.ie/conditions/head-injury-concussion/>

Appendix 3



What to do when you arrive on the scene of an incident/accident

Primary Survey

- Check for Danger
- Make sure scene is safe. Call for help.
- Check Response (AVPU)
- Determine level of consciousness.
- Check Airway
- Head tilt, chin lift.
- Check Breathing
- Monitor chest rising and falling. (12 – 20 breaths per minute)
- Check Circulation
- Monitor pulse. (60 – 100 beats per minute)

Alert – Patient fully awake
Voice – Patient responds when spoken to
Pain – Patient responds to being pinched
Unresponsive – Patient doesn't respond at all

Secondary Survey

- Examine for obvious injuries
- Record vital signs
- Take a **SAMPLE** history
- Check for medication carried
- Check for medical identification tag
- If patient is acutely unwell/injured call 999/112
- Monitor and observe the patient until handover to the parent and/or appropriate healthcare professional

Signs & Symptoms
Allergies
Medications
Pertinent medical history
Last oral intake
Events that led to accident

Summary

Breathing normally	Unresponsive and not breathing
↓	↓
Recovery position	Call for help and send for an AED
↓	↓
Call for help and reassure patient until help arrives	Begin CPR

Concussion/Head Injury

Go to ER if: Knocked out but woke up. Vomited since injury. Persistent headache. Become irritable. Memory problems.	Call 999/112 if: Knocked out and not woken up. Difficulty staying awake. Fluid from ears/nose. Numbness/weakness in part of body.	For minor head injury: Hold ice pack to area for short periods. Rest. Limit any activity that worsens symptoms. Monitor closely for 24 hours.
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