Appendix 5 – School Trips Checklist

	Have you…	Notes/Comments
☐	Identified all students with allergies attending?	
☐	Spoken with the parents/carers of the pupil with allergies to identify any trip-specific concerns?	
☐	Confirmed the pupil's allergens and symptoms with the parents/carers?	
☐	Reviewed the pupil's IHCP?	
☐	Asked the venue about allergen management procedures?	
☐	Obtained the venue's policy and relevant risk assessments?	
☐	Asked the venue about cross-contamination controls?	
☐	Confirmed the venue's table cleaning methods?	
☐	Checked the venue's "food in bedrooms" policy (if applicable)?	
☐	Reviewed the venue's tuck shop items (if applicable)?	
☐	Confirmed the venue's emergency procedures for both day and nighttime, including phone signal and back up plans for lack of signal?	
☐	Confirmed staff in attendance are trained, including volunteers?	
☐	Refreshed AAI training within the last 12 months?	
☐	Checked that attending staff have practised with trainer devices?	
☐	Checked if attending staff have any concerns?	
☐	Confirmed, if applicable, the pupil carries two prescribed, in date, AAI's?	
☐	Confirmed who is responsible for carrying the pupils prescribed AAI's on the trip? E.g. the pupil, the attending teacher etc?	
☐	Confirmed a suitable carrying case is available for the AAI's that suits the type of activities?	
☐	Identified a suitable storage location for the pupils prescribed AAI's? E.g. with them, in the teacher's room etc?	

☐	Created a plan for safe temperature storage e.g. insulin grade medical bags?	
☐	Confirmed a suitable handover procedure between the trip staff on duty?	
☐	Included food preparation hazards in the trip risk assessment?	
☐	Included travel hazards in the trip risk assessment - coaches, ferries, planes etc?	
☐	Included accommodation hazards in the trip risk assessment (if applicable)?	
☐	Documented the suitable control measures within the trip risk assessment?	
☐	Reviewed the risk assessment following a venue pre-visit?	
☐	Included the emergency procedures for the travel and trip in the trip risk assessment?	
☐	Reminded all families about packed lunches/snacks contents?	
☐	Reminded pupils that food sharing should not occur at any time?	
☐	Clarified any allergen restrictions for all trip attendees?	
☐	Confirmed the expectations for behaviour surrounding allergens/bullying etc?	