



FIELD TRIP

Policy & Procedure

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Policy statement

Philosophy and Purpose of Field Study:

A field trip or **field study** is an educational activity that provides opportunities to utilize resources and expertise beyond the scope of the school compound and personnel to enhance learning. They serve to address human commonality, diversity and multiple perspectives by fostering a stimulating learning environment based on understanding and respect (IB Standards and Practices). As such, they are encouraged as long as they do not seriously interfere with the educational routine.

Field studies provide opportunities for learners to engage with the learning process in a context that is different than the regular classroom. This form of **experiential education** may involve interacting with other communities, observing elements of learning in a real-life context, collection of data from the field or taking action related to learning.

Taking learning outside of the classroom creates opportunities for students to develop responsibility, social skills and communication skills in addition to the targeted learning areas.

Although field trips are fun for both the students and accompanying adults, the primary purpose must not be purely recreational such as visits to tourist sites, shopping malls and destinations without clearly identified learning.

Guiding Principles and Parameters:

Guiding Principles

1. Field studies enhance the classroom learning and are directly tied to the curriculum.
2. Field studies are experiential learning and involve real-world experience.
3. Field studies develop specific skills.
4. Field studies add variety to learning and are usually some of the most memorable events in a student's school experience. They foster positive attitudes to learning.
5. Field studies help the students appreciate the relevance and importance of what they learn in the classroom through reflection on the process, context and content of the learning.

Parameters:

1. Field studies are intended for all students in the participating classes;
2. Field studies take the students away from the classroom;
3. Field studies have identifiable learning objectives;
4. Field studies include student preparation and evaluation;
5. Field studies include teacher evaluation and reflection

Types of field study:

Different types of **field studies** will require different preparation and procedures.

- **Day Excursions** are short trips to destinations in and around Pune where students will be able to return home at the end of the day.
- **Overnight Field Studies** involve at least one night away from home in a residential context; hotel, homestay, dormitory, campsite or similar. They may involve ground or air transport.
- **International Excursions** involve students and chaperones crossing international borders, submitting to immigration procedures and often include air travel. These field studies are generally at least 2-days in duration.

Procedures

Checklist for Organizing a Day Excursions – *Teacher Responsibilities*

Stage 1 – Preparation - *At least 8 weeks before field trip:*

- Complete Field Study Request Form and initial verbal risk assessment (Be aware of any special conditions relating to the behaviour record of any student you are intending to take).
- Request transportation from the transport department
- Issue letter to parents outlining trip details (parent letter template)

Stage 2 – Feasibility – *At least 4 weeks before field trip:*

- Complete Risk Assessment Forms
- Issue letter to parents detailing special requirements (consent form, dietary requirements, medical form and risk assessment)
- Gather consent/medical forms and give to Section Office
- Introduce field trip into curriculum
- Ensure that transport has been booked and confirmed
- Inform all affected staff/departments including a list of participants.
- Inform the Office Manager of cover needs and enter 'OD' leave request on HRM.

Stage 4 – Requesting: *At least 2 weeks before field trip:*

- Request petty cash from Finance Office for entrance fees, contingency etc (if necessary)
- Create a field trip booklet containing key documents (itinerary, staff list and phone numbers, parent phone numbers, risk assessment, student health details, reflection details, task sheets/learning experiences, letters of communication). This booklet will accompany all staff on the field trip and will also be left behind at school with Office Manager and Principals for quick reference if there is a problem.

Stage 5 – Implementing: *At least one week before field trip departure:*

- Brief other staff and chaperones attending trip, allocate specific groups to each staff member for supervision. Inform all staff of any specific medical or behavioral issues of the students on the trip..
- Confirm all bookings
- Collect first aid kit
- List all travelling children and adults. Copy to Section Office before departure
- Ensure staff/parents have contact numbers for all the adults on the trip, the driver and the school.
- Review field trip expectations with students

Stage 6 – Review: *After the trip*

- Submit a written summary and evaluation to the section principal.

Checklist for organizing an Overnight Field Studies

Stage 1 – Preparation - *At least 3 months before field trip:*

- Complete Field Study Request Form and initial verbal risk assessment
- Request transportation / and accommodation quotations
- Issue letter to parents outlining trip details and requesting payment of a deposit as appropriate (parent letter template)

Stage 2 – Feasibility – *At least 4 weeks before field trip:*

- Complete Risk Assessment Forms
- Issue letter to parents detailing special requirements (consent form, dietary requirements, medical form and risk assessment)
- Gather consent/medical forms and give to Section Office
- Introduce field trip into curriculum
- Ensure accommodation and transport has been booked and confirmed

Stage 4 – Requesting: *At least 2 weeks before field trip:*

- Request petty cash from Finance Office for entrance fees, contingency etc (if necessary)
- Inform all affected staff/departments including a list of participants.

Stage 5 – Implementing: *At least one week before field trip departure:*

- Brief other staff/helpers attending trip
- Confirm all bookings
- Collect first aid kit
- List all travelling children and adults. Copy to Section Office before departure
- Allocate staff/parents to supervise specific groups of children
- Ensure staff/parents have contact numbers for all the adults on the trip, the driver and the school.
- Staff/parents to be briefed on medical information for children in their care.

Stage 6 – Review: *After the trip*

- Submit a written summary and evaluation to the section principal.

Checklist for organizing an International Excursion

Stage 1 – Preparation - *At least 3 months before field trip:*

- Complete Field Study Request Form and initial verbal risk assessment
- Request transportation / and accommodation quotations
- Investigate visa requirements for all students and adults on the trip
- Check the current validity of all students' passports (visas, vaccination certificates, residence permits). Ensure parents know they are responsible for obtaining visas and that visa denials may result in lost ticket fees and other expenses.
- Issue letter to parents outlining trip details and requesting payment of a deposit as appropriate (parent letter template)
- Purchase flight tickets

Stage 2 – Feasibility – *At least 4 weeks before field trip:*

- Complete Risk Assessment Forms
- Issue letter to parents detailing special requirements (consent form, dietary requirements, medical form and risk assessment)
- Gather consent/medical forms and give to Section Office
- Introduce field trip into curriculum
- Ensure accommodation and transport has been booked and confirmed

Stage 4 – Requesting: *At least 2 weeks before field trip:*

- Request petty cash from Finance Office for entrance fees, contingency etc (if necessary)
- Inform all affected staff/departments including a list of participants.
- Monitor any warnings or safety briefings on the destination. Review the risk assessment in light of any developments.

Stage 5 – Implementing: *At least one week before field trip departure:*

- Brief other staff/helpers attending trip
- Confirm all bookings
- Collect first aid kit
- List all travelling children and adults. Copy to Section Office before departure
- Allocate staff/parents to supervise specific groups of children
- Ensure staff/parents have contact numbers for all the adults on the trip, the driver and the school.
- Staff/parents to be briefed on medical information for children in their care.

Stage 6 – Review: *After the trip*

- Submit a written summary and evaluation to the section principal.

Communication procedures

Regular communication about upcoming excursions to different groups is important. This includes the use of the newsletter and email to parents. Reminders at the weekly staff briefing are an important communication avenue, as is the daily school bulletin. A meeting with parents and the organisers is very helpful as a means of communication and can place parent's minds at ease with supervision, health and safety etc. Ideally this should take place around 3-4 weeks before the field trip.

Communication

- As a Trip Leader your ability to gather information and communicate this effectively to other staff and to the students is fundamental to the success of the trip.
- As a Trip Leader you must have a thorough staff briefing at the beginning of each day. This will allow everyone to review the day's programme, note any changes to the programme, and an opportunity to answer any questions or clarify any roles for people on that day.
- Equally important is having a reflection / debriefing session at the end of each day. This too will allow staff to express their thoughts regarding the day, and perhaps suggest future improvements. As a Trip Leader it is your role to provide these opportunities for reflection, and to coordinate the discussions and to record ideas that are shared.
- As a Trip Leader you must be in regular contact with your school contact person. Communication back to school is extremely important as this helps the contact person for your trip to be able to answer questions from people either at school, or parents phoning in. This will take a lot of pressure off you as a Trip Leader, and therefore making time to phone/SMS and check-in is essential.
- It may be advised that students' mobile phone use should be carefully limited. Specific trips will have individual requirements regarding mobile phone usage. If it is necessary for students to bring phones, there could be a set time in the day that they are permitted to use them.
- Regular group briefings are required so that all members of the party have clear understandings of arrangements and expectations.
- Students should be given teachers contact details and hotel details.
- Trip Leader must obtain contact details for each student. Hotel details and room numbers and student mobile numbers.

Before you leave on your trip you must submit to the Division Principal a file containing:

- Copy of your Risk Assessment.
- Copy of your Field Study Approval Form.
- List of all students in the travelling group, including: passport number; personal medical insurance number; emergency contact number; email contact of *at least* one parent.
- Copies of all your students Consent Forms.
- Detailed travel and trip itinerary and relevant contact details (e.g. hotels etc.).
- Copies of all student/staff passports (photo page) *if relevant*.
- Copies of all student/staff visa page *if relevant*.
- Copies of all student/staff Residence Permits *if relevant*.
- All emergency contact information, including contact mobile numbers of the school, Principal and all teachers attending the trip

For the duration of the trip:

- Communicate daily with school contact and/or class reps by text, What's App or email.
- Advise school contact in event of student injury and contact the parents directly.

- Advise school contact of any major behaviour issues. The Senior Leaders of each section will make any decision regarding contacting a parent.

After the trip, having returned to school:

- Complete a Trip Review and meet with Section Principal to debrief on trip.
- Organize students or staff members to write report for website, newsletter, yearbook and any other publications – including photographs.
- File all visit planning forms.
- File any student accident and/or incident report.

Guidelines for working with providers and travel agents

Field Study trips can be handled with or without outside organizations providing travel, housing and curriculum plans and insurance protection. In all cases, the school takes responsibility for ensuring the learning quality of the programme.

If the school decides to use an outside company to sponsor the field trip, check for the following:

- a. Reputable company with a good safety record
 - i. Ask the tour company to produce a risk assessment that we inspect. All companies are obliged to complete a comprehensive risk assessment to show that they have an awareness of risk and how it will be minimised/eliminated.
 - ii. Call other school references that have used the tour company
- b. Has adequate liability insurance
 - i. At least \$1 million limits liability insurance (minimum coverage) from reputable insurance company
 - ii. International coverage (at least countries being visited)
 - iii. No impairment of aggregate limit (no recent large losses)
- c. Can offer protection for the school
 - i. Names district as additional insured on liability policy
 - ii. Indemnification (hold harmless) provision in contract protects district
- d. Tour company screens vendors (subcontracted tours, hotels, land transportation, agencies) they use:
 - i. For current evidence of liability insurance, at least \$1 million limits
 - ii. For good safety record (loss history)
 - iii. For good performance
- e. Has written emergency procedures in place for all aspects of the tour In both informational meetings with students and parents and in written materials, provide details of the trip, including locations to be visited, major activities including tours, travel arrangements, housing/sleeping arrangements, eating arrangements, suggested clothing and equipment, and insurance protection. Clearly outline the activities that the district is controlling and those provided by the tour company. Be careful what types of representations the district is making.

When the school makes the choice to include an outside sponsoring organization, many of the risks and liabilities are transferred to that organization. As the sponsoring organization has experience in the preparation, planning and participating in out-of-country activities, it is versed in the potential “pitfalls” that can result in potential injuries, accidents, and travel delays and discomforts. It should have secured protection from such risks by purchasing insurance to provide protection for the activity and students. It should have developed screening programs for host families, housing, and travel and for agencies that it has contract with for other services. It may have connections that provide valuable assistance in making the trip an enjoyable experience.

An information session with parents, held by the organisers for international trips is expected. This should happen 3-4 weeks before the field trip.

Preventing and Responding to Emergencies

Expectations for participants

Field Studies are important educational experiences and are an extension of our academic programme. Students are expected to adhere to all school expectations at all times. Consequences for infractions will be implemented immediately and consistently.

*Staff supervising Field Studies have duty of care **in loco parentis**. They have full legal and ethical responsibility for the wellbeing, physical and emotional safety for all students in their care. It is recognized that this responsibility extends beyond the working day to the entire duration of the excursion.*

Principles of Child Safeguarding are paramount in all decisions regarding supervision of students. This includes interactions with other students, other members of staff and independent providers.

Students

- Student safety & management on any trip is our primary concern. This can be greatly helped by having a full itinerary for each trip. While free time is valued highly by students, too much of this will inevitably lead to management issues.
- It is fundamental to student management that students are engaged in meaningful night activities with staff supervision up until it is time for bed. It is not acceptable at any age to be allowed to 'explore' an unfamiliar city or any other location without clear, age appropriate, parameters.
- At no time can a male student be present in a female students' bedroom or vice versa.
- Students should not be left unsupervised in mixed sex groups.
- Students must never be alone. They must always stay together in at least pairs.
- Students must be given the location and contact details of all supervising staff to be used in case of emergency.
- Students are expected to represent the school in a positive manner at all times.
- Parents have signed over care of their children to the staff on these trips. Students should not be left unsupervised at any time day or night.

Staff

- Staff-Student ratios must not be less than 1:10 and include at least one male and one female chaperone for co-educational groups.
- As a Trip Leader it is also vitally important that you are able to manage your team of staff.
- Staff supervision duties in the low impact times need to be scheduled to ensure everyone gets a break.
- Try to ensure staff members have time to enjoy themselves and to get away from the group for short periods of time.
- At no time should staff consume alcohol on a school trip.
- Night supervision and bedtime duties need to be shared equally among all staff.
- Staff should protect themselves by only monitoring rooms of their own sex.

Passports

- Passport details must be carried at all times.
- Passports are to be retained in the possession of the Group Leader, issued to the students as and when required to pass through immigration, security, etc. after which they are to again be collected by the TL.
- Students should carry a photocopy of their passport details page in countries where identification is required to be carried and where the students are likely to spend time separated from the TL.

Hotel accommodation

- Where possible, all students rooms should be on the same floor of the hotel and together.
- Ensure the group is aware of the accommodation's emergency evacuation procedures. Check all fire escapes.
- Staff rooms should be located at either end of the students' rooms where possible.
- Staff should check TV channels available, ensuring that any pornography channels / in-house movies are blocked.
- Mini-bars, where possible, should be emptied or locked.
- Balconies and windows should be locked.
- Students should be warned about extra charges that they may accidentally accumulate while staying in the hotel e.g. use of telephone.
- At least one trip staff member must be available to the students at all times and on duty in the hotel every night in the corridor until students are asleep.
- Students on a school-arranged Field Study are expected to remain with the group and fully engage in the learning and social events at all times. Leaving the hotel to meet friends, family or relatives is not permitted.

Guidelines for responding to emergencies

In the Event of any Emergency:

- Ensure that the group is SAFE and well controlled in a calm yet direct manner.
- Remove the group from the scene if necessary.
- Take absolute control over all outgoing communication from this group (miscommunication, inaccurate reporting, confusion that could result in unnecessary delays and stress).
- Reassure the group that the situation and any student involved are well under control and that all the necessary safety precautions have been taken to stabilise the situation, and that help is on the way!

Type of Emergency	Response
Natural Disaster, Political Unrest or Threat to Group's Safety	<ul style="list-style-type: none"> • Seek travel advice from the relevant embassy. • Inform school contact who will manage this as a critical incident if necessary. • Decide on an action plan with staff visit team and school contact. • Make arrangements to return to Pune as soon as possible if level of travel advisory is raised.
Accident, Injury or Illness	<ul style="list-style-type: none"> • Perform first aid as necessary. • Seek medical advice and care, including hospitalisation. • Contact students' emergency contact person and travel insurance company and follow advice. • Inform school contact who will manage it as a critical incident if necessary.
Lost or Stolen Passport	<ul style="list-style-type: none"> • Report the loss or theft of the passport as soon as possible at the nearest embassy / consulate.
Inappropriate Student Behaviour / Student Lost or Missing	<ul style="list-style-type: none"> • Develop a student management plan prior to travel. Review student files in advance and consult with the Principal related to any specific concerns. • Implement the endorsed plan as necessary.

Emergency equipment and training

At least one staff member on the trip must have current first aid training qualifications and be prepared to administer first aid if needed.

- All trips need to be equipped with a first aid kit appropriate to the planned activities.
- For programmes involving water activities, provide lifesaving equipment, such as an extension pole, ring buoy with line, blankets and whistle, for events occurring near water or involving swimming or boating.
- Provide at least one certified lifeguard for water events.
- If the trip involves hiking, be prepared for unfamiliar surroundings and situations. Staff should bring along the ten hiking essentials: extra clothing, extra food, first aid kit, sunglasses, cutting implement, fire starter, matches, flashlight, map, and compass/GPS. Other supplies may include extra water, nylon cord, and a multipurpose tool.

Access to student health information

- Obtain student health information (medical conditions, medications, allergies, etc.) related to potential needs on the field trip. Medical emergency cards/information/permission for treatment for each student must accompany the group with a copy kept at the school

Distribution of medications

- At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip. Before administering any medications, the medical forms for the student must be checked.
- Parents must inform the school of any medication that their child is taking, possible side effects to the medication and instructions on how/when it is to be administered.

Insurance procedures

All teachers and MIS students on school excursions are covered by the school's accident policy. This provides for expenses related to personal injury in the case of accident while involved in a school-related activity or event. This does not cover routine health costs or illness unrelated to 'accident'. It is expected that students have their own medical coverage for illness.

Forms and Templates

Field Study approval form

Submit this form to your Division Principal for initial approval 3 months in advance of trip. Ensure that any classes, duties and ECAs are covered by arrangement with Head of Section

SCHOOL FIELD STUDY APPROVAL FORM			
<input type="checkbox"/> Day Excursion <i>Complete section 1</i>		<input type="checkbox"/> Overnight Field Study <i>Complete sections 1&2</i>	
<input type="checkbox"/> International Field Study <i>Complete sections 1&2</i>			
Section 1			
Trip Location			
Name of Trip Leader:		Proposed Dates:	
Name of Deputy Trip Leader:		Duration:	
Departure Time from School:		Estimated Arrival Time at Venue:	
Departure Time from Venue		Estimated Arrival Time Back at School:	
Class / Year Group Attending:		No of Students:	
No of Staff:		Cover teacher(s) required?	
YES / NO			
Names of Staff Attending:			
Summary Including Educational Objectives:			
Inform all specialist teachers, secretaries, cafeteria and Section Heads			
e-mail: Done <input type="checkbox"/>			
Section 2: Estimated Costs			
Quoted Flight Costs (Total):		Quoted Entrance Costs (Total):	
Quoted Accommodation Costs (Total):		Quoted Bus Transport Costs (Total):	
Quoted Insurance Costs (Total):		Quoted Miscellaneous Costs (Total):	
Cost Per Student (Total):		Shortfall/Surplus:	
RISK ASSESSMENT COMPLETED?		YES	NO
INITIAL APPROVAL? (Section Principal to Circle)		YES	NO
Signed :.....(Trip Leader)		Date :.....	
Signed :.....(Principal)		Date :.....	
Signed :.....(Director)		Date :.....	

Risk Assessment form

FIELD TRIP RISK ASSESSMENT (add rows as needed)

Dates of Trip: [Click here to enter text.](#)

Name of Program: [Click here to enter text.](#)

Transportation: Bus / Train / Airplane

Accompanying Teachers: [Click here to enter text.](#)

Please contact the school +91-204-295-4444 in an emergency to contact the teachers if necessary. The first point of contact for us in any emergency on the trip will be **XXXX** Tel: **YYYYY**.

Nature of Risk	Likelihood	Response / Minimizing the Risk
Injuries related to car accident while traveling.	Low/ Moderate	Depending on nature of injuries and condition of vehicle(s) 1. First aid will be administered on site. 2. Return to Pune for emergency care. 3. First aid and emergency care at the nearest medical facility. The local hospitals would only be used as a last resort to stabilize conditions in case of severe bleeding, head injuries, suspected spinal injuries, or cardiac arrest.
Vehicle breakdown	Low	If a vehicle cannot be repaired, the other vehicles will be used to transport the students to safety. MIS and/or the supporting travel agency will be contacted to send a replacement vehicle.
Illness while on the trip	Moderate	Care will depend on symptoms. Basic nonprescription medicine will be taken along. In severe cases nearby medical care will be sought or return to Pune.
Dog bite or snake bite	Moderate	Apply first aid, transport immediately to medical facility. Return to Pune.
Cuts, sprains, insect bites, etc in the field	Moderate	Apply first aid, assist student to car or lodging. Return to Pune if necessary.
Environmental risk; drowning, exposure, etc.	Low	No swimming will be allowed without direct supervision of a life guard or qualified teacher. In the event of a serious accident, first aid will be applied and emergency medical care sought.
Human risk	Low	Local guides and/or teachers will be accompanying the group to ensure regular precautions are taken in terms of personal safety.
Broken limb	Low	Apply first aid, immobilize, and return to Pune.
Use of drugs or alcohol	Low	The students will be closely supervised. In the event that students are suspected of use, the Principal will be contacted. The parents of the students involved will be requested to pick their children up from the site and take them home. Any Coursework missed may not be made up. Further disciplinary action will be according to MIS Policy.

DISCLAIMER: We the undersigned Parents/Guardian of _____ presently a student at your School, hereby agree and express our free consent to participate in the above named Trip/ activity/ excursions organized by the School and we warrant that our child/ ward is in good health to attend the same.

In consideration of our child/ ward's participation, I release and waive, and further agree to indemnify and hold harmless the school, management and staff, from and against, any claim which I, other parent or guardian or any other person, third party may have or claim to have, directly or indirectly, for any losses, damages, or injuries arising out of, during or in connection with my ward's participation in the trip or the rendering of emergency medical assistance or treatment, if any. We also further undertake to obtain insurance for our child/ward as may be necessary, and in particular, in respect of overseas travel and activities, against all risks including medical and hospitalization.

Signed: _____ (Parent / Guardian) Date: _____

Parent permission letter

Dear Parents:

The **XXX Field Study** is fast approaching and the plans are being finalized. Your child has been placed in the <<trip title>> program according to **student choice and available space**. A tentative itinerary, packing list and the fieldtrip forms are enclosed with this letter.

Paragraph 2 includes the educational objectives of the program and the products that will (may) result. You could choose to invite parents to a display/show... at this point.

Paragraph 3 is an overview of the trip including details of accommodation, meals, and activities.

Paragraph 4 details what students should bring in terms of money, pack lunches and any limitations on electronics like phones or tablets.

Paragraph 5 includes information on emergency procedures.

The group leaders will have mobile phones for emergency and logistical use. In case of an emergency, during office hours call MIS at +91-204-295-4444. After office hours you may call Ms. Helen Sharrock (Tel: +91-9881067204), Ms. Daisy Rana (Tel: Tel: +91-9881067203) or Ms. Eileen Niedermann (Tel: +91-9881067201) to contact us if necessary.

Paragraph 6 includes details about expectations and behaviour.

As a reminder, all school rules and the MIS Code of Conduct apply while students are on field trips. There will be zero tolerance for the breaking of school rules including smoking or alcohol. Parents will be contacted to return the students to Pune immediately with no chance to make up the activity. We also expect students to dress modestly throughout the trip and not attract attention due to revealing or flashy dress.

Please complete all the attached forms and return as soon as possible.

If you have any concerns or questions, please do not hesitate to contact me by email _____ or by calling the school office.

Students will need to supply copies of their passports and visa pages.

Sincerely,

Teacher

Mahindra International School

Tentative Itinerary for the _____ Trip

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Suggested Items to Bring:

- Your Passport – To be given to the trip leaders for safe keeping
- Small backpack for field research materials, water and snacks for day hikes
- Small amount of money for snacks and soft drinks.
- Lab Note Book, Pen, Pencils and Sharpener, Ruler
- Hat for sun and rain
- Sun block, Insect repellent
- Comfortable and Sturdy Walking shoes with thick cotton socks for cushioning
- Change of clothing for 4 days, including:
 - Strong cotton trousers or jeans to avoid scratches from thorns and branches
 - Long sleeve shirt to also avoid cuts and scratches from thorns and branches
 - T-Shirts/cool shirts
 - Rain Jacket – it is likely to rain and this is important to keep dry and warm.
 - Warm Fleece, jumper/sweater, sweatpants/tights – It may be cold in the evenings.
- Towel. Handkerchiefs or bandanas are also useful to have along
- Sandals/flip-flops to wear in shower and around lodgings
- Personal Medicines and simple first aid kit - plasters, analgesics used before without adverse reactions... (We will have more comprehensive first aid kits along)
- Toiletries – Including toothbrush and paste and ‘emergency’ tissue paper
- Optional: Sun Glasses, Binoculars, Camera,

Pack light and small, as space will be limited!

Medical history form

PARENTAL CONSENT/MEDICAL HISTORY FORM

Please verify that your contact numbers are correct including prefixes!

Student name: Last, First.

Date of Birth: [Click here to enter a date.](#)

Parent/Guardian Names: [Click here to enter text.](#) Home Telephone: [Click here to enter text.](#)

Mother's Mobile: [Click here to enter text.](#)

Father's Mobile: [Click here to enter text.](#)

Parent/Guardian's Place of Work: [Click here to enter text.](#)

Work Phone: [Click here to enter text.](#)

Work Phone #2: [Click here to enter text.](#)

Emergency Contacts - friends or relatives who live separately from the parents or guardians.

Emergency Contact # 1: *Enter name*

Phone: [Click here to enter text.](#)

Emergency Contact #2: *Enter name*

Phone: [Click here to enter text.](#)

Family Physician: [Click here to enter text.](#) Phone: [Click here to enter text.](#)

My son or daughter is covered by a medical evacuation policy: Choose an item.

If yes, Insurance Company Name: [Click here to enter text.](#)

Policy #: [Click here to enter text.](#)

Company Contact Phone: [Click here to enter text.](#) Additional details: [Click here to enter text.](#)

Medical Information: *The following information is to be used by qualified personnel to provide the best possible care for your child. Please complete this form in its entirety, adding anything that might be pertinent to your child's well-being.*

Allergies to Medications: [Click here to enter text.](#)

Please indicate if your child suffers from (or is being treated for) any of the following.

Travel or Motion Sickness

Diabetes

Food Allergies

Hives/Skin Rashes

Stomach aches/Nausea

Breathing Problems/Asthma

Heart Problems

Epilepsy

Diarrhoea

Neurological Problems

Bee sting allergy

Other (Please specify): [Click here to enter text.](#)

Please elaborate on any of the above indicated concerns and what treatment is required: [Click here to enter text.](#)

Date of most recent tetanus immunization: [Click here to enter text.](#)

Is your child using any medications? Please specify: [Click here to enter text.](#)

Dietary Restrictions (medical or religious): [Click here to enter text.](#)

Please continue on the next page

Swimming : My child is a Choose an item. swimmer.

He/she has my permission to swim under supervision: Choose an item.

I agree to my child being given standard non-prescription medications for routine ailments which have not been listed above under allergies. This includes medications such as aspirin, ibuprofen or other analgesics, antihistamines, antacids, or anti-diarrhea medication. Choose an item.

Declaration: I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present.

Parent Signature: _____

Date: _____

Transport request form

Mahindra International school- Internal Procedure
Updated: January 2018

Transport request form

TRANSPORT REQUEST FORM

Please fill in the appropriate section below and submit to the Principal's office for approval. Note that this does not constitute approval for a field trip (refer to the Field Trip Proposal form).

1. GENERAL :

Name		Date of Trip	
Type of Vehicle		No. of Passengers	
Pick up Locations		Return Location	
Pick up Time		Return Time	
Destination/s		Estimated Mileage	

Purpose of Trip:

Please give a brief description of the purpose of the trip:

2. FIELD TRIP :

Organizing Teacher		No. of Students	
Date of Field Trip		Duration	
Possible alternative date		Destination	
Chaperones			
Classroom Follow Up Activities			
Additional Information			

Name of Organizing Teacher / Staff Member	Head of School / Secondary Principal / Primary Principal / Head of Admin

3. HEAD OF TRANSPORT :

Comments and Approval: