

## Excursion examples for hospital-based services

### Excursion definition

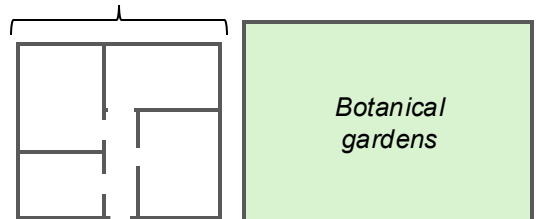
Excursion means being outside the hospital whilst receiving education and care from the service but does not include an excursion for the purposes of:

- emergency evacuations
- drills or
- the receipt of urgent medical attention.

### Example 1:

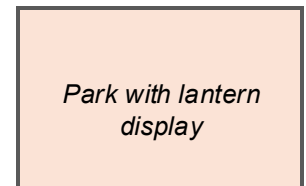
The staff at the ECE Activity Room plan to take a group of children to walk in the Botanical gardens, located next door to the hospital. Because this is outside of the hospital, this is an excursion.

*Licensed premises  
(the hospital)*



### Example 2:

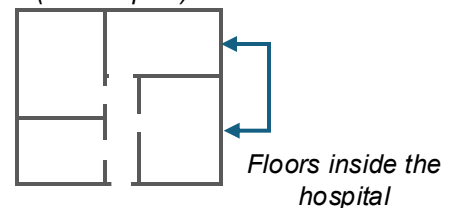
The staff at the ECE Activity Room plan to take the children to see a lantern display at a nearby park (Whyte park). Because this is outside of the hospital, this is an excursion.



### Example 3: **Not an excursion**

The staff at the ECE Activity Room plan to take the children to see the large fish tank on the ground floor of the hospital (not in the ward). Because this is inside of the hospital, this is not an excursion.

*Licensed premises  
(the hospital)*



## **Excursion requirements summary:**

### **Risk assessment and management process undertaken (RAMS).**

A RAMS must be completed based on the location and method of travel

- Example 1= Location - Botanical gardens. Method of travel - walking via this specific route,
- Example 2 = Location - Whyte park. Method of travel – walking via this specific route.

### **Parental permission and approval gained.**

### **A communication system is in place.**

- People must know where the children are, this includes notifying parents and the ward nurses before each excursion so they know where their child is.
- adults must be able to communicate with others as necessary.

### **Records of the excursion are kept.**

For specific information and guidance on excursions refer to the Ministry's webpage:  
[HS306 Excursions - Ministry of Education](#)