



**Joseph Swan Academy**

**Medical Conditions and First Aid  
Policy**

**2018 – 2019**

To be reviewed September 2019

## **Purpose of the Policy**

The Academy recognises its responsibility to provide first aid and will ensure that staff, students and any visitors while on site, have access to adequate facilities and materials at all times during the working day.

## **Legislation**

The Health and Safety at Work etc. Act 1974 imposes a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees. This extends to the provision of appropriate first aid facilities.

The Health and Safety First Aid Regulations 1981 set out the basic requirements for the provision at work of first aid equipment, facilities and appropriately qualified personnel. These requirements have been further expanded and updated by the production of the First-Aid Approved Code of Practice and Guidance 1997 (ACOP).

## **General Guidance**

HMSO publish '*Guidance on First-aid in Schools*' which gives the legislation which should be followed. The regulations require employers to make an assessment of their first aid needs within the workplace that is appropriate to their circumstances. The level of provision of first aid facilities is based on risk assessment and the number of personnel on site. If staff consider that the first aid provision is not adequate they should immediately make representation to the Head Teacher.

The recommendations are that there should be a minimum ratio of 1:100 fully qualified first aiders (i.e. First Aid at Work (FAAW)) to people in school (i.e. staff and students). Emergency Aid persons then fill the gaps when extra help is required. At school functions there should be a minimum of one FAAW qualified person, two for a larger event, with Emergency Aid persons making up the numbers at large events.

On day trips it is recommended that an Emergency Aid member of staff be present, but it is not essential.

On residential trips there should always be at least one Emergency Aid member of staff.

## First Aiders

The Academy identifies the need for trained first aiders in sufficient numbers and at suitable locations to enable first aid to be administered without delay.

There are two HSE approved courses:

- First Aid at Work (FAAW)
- Emergency Aid

A first aider must hold a **current** Certificate of Competence in First-Aid at Work issued by an organisation approved by the HSE, e.g. St John's Ambulance. Training courses normally take 3 days and the certificate is valid for three years. Prior to expiry a 2-day refresher course and examination is required for renewal of the certificate's validity. Emergency Aid is either delivered in school as an 8-hour course or as a one-day external course, and is also valid for three years.

**In the event of an accident, an Emergency Aid person may be the first on the scene, but should then call a more qualified person unless the injury is minor.**

Account is taken of the person's normal duties because a first aider must be able to leave to go to an emergency immediately. It is the Academy's policy to ensure an adequate number of associate staff are trained first aiders.

Whilst first aiders carry out their duties voluntarily, they do so in the course of their employment. This is important in the event of a third party claim arising from first aid treatment. The Academy gives written confirmation that it fully indemnifies the staff against claims for negligence arising from the administration of first aid to students or third parties, provided that the members of staff are acting within the scope of their employment at the time, hold a current approved first aid qualification, and are following the Academy's guidelines in relation to the administration of first aid.

## First Aid Code of Practice

In the first instance an injury will be assessed as to how serious it is. This does not have to be done by a first aider. If the injury is as a result of a fall from height, a knock to the head, a wound which bleeds or an abnormal swelling, then a first aider should be called. If in any doubt, call a first aider. The majority of playground incidents involving students are merely grazes and minor bumps requiring only time for the child to get over the shock and dry her eyes. In these cases no formal record taking is necessary. If a first aider is summoned and attends to a student then a record must be made.

## Communication

The official list of first aiders is available at the following locations:

- First Aid Room
- Main Reception
- Student Reception
- Main Office
- Year Team Offices
- Science Department - Preparation Room
- Staffroom
- Departmental baserooms

If a first aider is required, contact Student Reception who will immediately contact a qualified person and send them to the appropriate location.

The emergency services can be contacted by ringing (9)999.

**The Head Teacher must be informed immediately if a child requires an ambulance or hospital attention. If the Head Teacher is unavailable then a member of the Leadership Team should be informed.**

If a student requires hospital attention, parents should be contacted and asked to meet their child at the hospital. If the student needs to travel by ambulance, they should be accompanied, where possible, by a member of staff with pastoral responsibility. If the injury is not serious enough to require an ambulance, the student should be taken to hospital by a first aider and a member of staff with pastoral responsibility who will wait at the hospital until the child's parents arrive. The first aider should return to the Academy by taxi.

## **First Aid Boxes**

A new BS-8599-1 compliant Workplace First Aid kit has been introduced. These first-aid boxes and other kits are to be found in strategic places around the Academy. There is a list in the staff room, in reception and in the first aid room as an appendix to this policy. The contents of each first aid kit are listed in the box and reflect the perceived need. Back-up supplies of first aid equipment are to be obtained from a cupboard in the first aid room or from the Administration Manager.

It is important to keep the first aid boxes fully stocked. If an item is used it should be replaced immediately from supplies in the first aid room by the first aider. In addition, the Administration Manager will ensure that each box is checked termly. If first aiders also find that supplies are running low it is their responsibility to replace missing items.

## **Travelling First Aid Kits**

There are first aid kits available in the Academy minibus or to take to outdoor activity/events. A list of contents is to be found with each kit. Any first aid items used should be replaced immediately on return from the trip. Any medicines should be checked before departure and replaced or replenished as necessary.

Some departments hold their own mobile kits and these should be checked as detailed above.

The PE Department specifically hold a mobile First Aid kitbag which is taken to all lessons and fixtures both on and off the premises.

Attention should be paid not just to the actual contents but also as to whether items are still within date.

## **First Aid Room**

The first aid room is located in Student Reception.

Access to the first aid room is available at all times when staff or students are on the premises. It has easy access to toilets and the entrance is wide enough for wheelchair and stretcher access.

When not in use the first aid room should be locked and access gained using a key fob. A telephone link to reception is available in the first aid room.

**A male first aider should never be alone with a girl in the first aid room. He should ensure that there is always a female member of staff present.**

## **Records**

### **1. Students**

After administering first aid, the first aider should ensure that the electronic first aid log is completed through Behaviour Watch.

### **2. Employees/Visitors**

After administering first aid, the first aider should ensure that the incident is logged.

## **First Aid Inspection**

A review of staffing, procedures and First Aid kits is undertaken at least once a year by the Administration Manager in consultation with the Head Teacher.

## The Administration of Medicines by Staff

1. The general principle at all times is **not** to dispense medication where at all possible.
2. However, in practical terms, students may need to take medication during Academy hours. Any medication brought into the Academy should be done so by a responsible adult (eg parent/carer). This should be handed in at Main Reception where a consent form will be signed for the administration of medication to take place. The medication will be securely locked away in the medical cupboard. The medication should be brought in the pharmacist's original packaging, with the pharmacist's name clearly visible. If they are going on a school trip for the day, the same procedure should be adopted, with the medication being given to the group leader.

There is no legal requirement for a member of staff to administer any medication and, if they do volunteer, then they can be assured that they are covered by the Academy's insurance on employee liability.

3. This means that in normal Academy time no other medication, apart from that mentioned, should be dispensed. **On no occasion** should a member of staff be giving out non-prescribed medication.
4. With regard to residential trips, the same general principles apply, i.e. if anyone is usually travel sick or is likely to suffer from migraine, then they should bring any medication with them and label it. If there is any doubt about the well-being of a student, then medical advice should be sought.

It will then be the decision of the group leader as to whether he or she wishes to take charge of the administration of any prescribed medication or whether he/she defers that to another member of staff, eg a first aider who is willing to take that responsibility. Likewise, that person may also wish to take the role of being in charge of general first aid kit with medicines such as paracetamol for use where a student has a signed permission form.

**It is best practice for only one person to be in charge of this and records should be kept.**

5. Staff must make sure they are aware of any students in their teaching groups with anaphylaxis or diabetes. All first aiders will be given this information.
6. Epi-pens - the following are recommendations:
  - the child should be carrying an epi-pen and, dependant on age, should be able to self-administer. There should be written notes from parents as to guidelines;
  - other children in class/group should be made aware of the condition;
  - staff should be trained in the administration of the emergency treatment by a qualified doctor/nurse;
  - copies of guidelines should be issued to all staff;
  - for some students, a spare epi-pen may be held in the Main Admin Office.

## **Procedures for Calling an Ambulance**

Call a first-aider by contacting reception: use internal telephone or radio or send a student or member of staff.

First-aider decides if emergency services should be called. If so, call directly or instruct reception.

**The Head Teacher must be informed immediately if a child requires an ambulance or hospital attention. If the Head Teacher is unavailable then a member of the Leadership Team should be informed.**

Main Reception must be informed.

Reception:-

- Ring for ambulance if first aider has not done so;
- Send message back to first aider that ambulance is on its way;
- Radio maintenance to escort ambulance;
- Inform Year Leader/Team;
- Inform appropriate Senior Manager to arrange cover if necessary;
- Inform relevant Head of Department to set work if necessary;
- Inform parents;
- Inform Head Teacher.

Year Leader or a member of the Year Team accompanies the Student to hospital and waits until parents arrive. Taxi back to the Academy.

If an ambulance is not required, the Year Leader or a member of the Year Team should drive the student to hospital accompanied by a first aider. On arrival at hospital, the first aider is no longer required and may return to the Academy by taxi.

At all stages there must be no delay.

## Location of First Aid Boxes

Location	Name	Box No.
Attendance Office	Beverley Palmer	1
HT's PA Office	Andrea Atkinson	2
ICT Technician	Andrew Millar	3
Science		4
Room 107		6
Attendance Office		7
Sixth Form		8
		9
Main Reception	Sharon Robinson	10
Sixth Form		11
	Gavin Houston	12
Student Reception		13
Year 7 Office		14
Year 8 Office		15
Year 9 Office		16
Year 10 Office		17
Year 11 Office		18
Room B27	Technology Dept	19
Room C29	Technology Dept	20
Room E59	Inclusion Centre	21
Room 116	Art Department	22
Room	Performing Arts Dept	23
Science Office	Science Department	24
PE Office	PE Department	25

All boxes are BS-8599-1 compliant

## Staff with First Aid Qualifications

If assistance is required to find a first aider, Student Reception should be contacted.

Location	Name	Renewal Date	First Aid Certificate Held
Year 9 Leader	Gavin Houston	11.10.2020	First Aid at Work
	Sharon Robinson	08.10.2020	First Aid at Work
ICT Technician	Andrew Millar	29.04.2019	First Aid at Work
Administration	June Forster	11.11.2018	First Aid at Work
Administration	Daniel O'Connell	11.11.2018	First Aid at Work
PE	Scott Gray	07.03.2021	First Aid at Work

## **Appendix 1 - Guidance Notes for Staff**

### **1. Asthma awareness for Academy staff**

#### **What to do in an asthma attack:**

- Keep calm
- Encourage the child or young person to sit up and slightly forward
- Make sure the child or young person takes two puffs of reliever inhaler (usually blue) immediately - preferably through a spacer
- Ensure tight clothing is loosened
- Reassure the child
- Ring student reception/admin office and ask for a first aider to come to the student

#### **If there is no immediate improvement:**

- Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until their symptoms improve

#### **Call 999 or a doctor urgently if:**

- The child or young person's symptoms do not improve in 5-10 minutes
- The child or young person is too breathless or exhausted to talk
- The child or young person's lips are blue
- You are in doubt

Ensure the child or young person takes one puff of their reliever inhaler every minute until the ambulance or doctor arrives.

It is essential for people who work with children and young people with asthma to know how to recognise the signs of an asthma attack and what to do if they have an asthma attack.

#### **Common signs of an asthma attack are:**

- coughing
- shortness of breath
- wheezing
- tightness in the chest
- being unusually quiet
- difficulty speaking in full sentences
- sometimes younger children express feeling
- tight in the chest as a tummy ache

#### **After a minor asthma attack:**

- Minor attacks should not interrupt the involvement of a student with asthma in school.
- When the student feels better they can return to school activities.
- The parents/carers must always be told if their child has had an asthma attack.

**Important things to remember in an asthma attack:**

- Never leave a student having an asthma attack
- If the student does not have their inhaler and/or spacer with them, send another teacher or student to their classroom or assigned room to get their spare inhaler and/or spacer
- In an emergency situation Academy staff are required under common law, duty of care, to act like any reasonably prudent parent
- Reliever medicine is very safe. During an asthma attack do not worry about a student overdosing.
- Send another student to get another teacher/adult if an ambulance needs to be called.
- Contact the student's parents or carers immediately after calling the ambulance/doctor.
- A member of staff should always accompany a pupil taken to hospital by ambulance and stay with them until their parent or carer arrives.

## **2. Epilepsy Awareness for Academy staff**

### **Complex partial seizures**

#### **Common symptoms:**

- The person is not aware of their surroundings or of what they are doing
- Plucking at their clothes
- Smacking their lips
- Swallowing repeatedly
- Wandering around

#### **Ring reception/admin office and ask for a first aider to come to the student**

#### **Call 999 for an ambulance if...**

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- The person is injured during the seizure
- You believe the person needs urgent medical attention

#### **Do...**

- Guide the person from danger
- Stay with the person until recovery is complete
- Be calmly reassuring

#### **Don't...**

- Restrain the person
- Act in a way that could frighten them, such as making abrupt movements or shouting at them
- Assume the person is aware of what is happening, or what has happened
- Give the person anything to eat or drink until they are fully recovered
- Attempt to bring them round
- Explain anything that they may have missed

### **3. Tonic-clonic seizures**

#### **Common symptoms:**

- the person goes stiff,
- loss of consciousness
- falls to the floor

#### **Do...**

- Protect the person from injury (remove harmful objects from nearby)
- Cushion their head
- Look for an epilepsy identity card/identity jewellery
- Aid breathing by gently placing the person in the recovery position when the seizure has finished
- Stay with them until recovery is complete
- Be calmly reassuring

#### **Don't...**

- Restrain the person's movements
- Put anything in their mouth
- Try to move them unless they are in danger
- Give them anything to eat or drink until they are fully recovered
- Attempt to bring them round

#### **Call 999 for an ambulance if...**

- You know it is the person's first seizure
- The seizure continues for more than five minutes
- One seizure follows another without the person regaining consciousness between seizures
- The person is injured
- You believe the person needs urgent medical treatment

## 4. Anaphylaxis awareness for staff

### Symptoms of allergic reactions:

#### **Ear/Nose/Throat - Symptoms:**

runny or blocked nose, itchy nose, sneezing, painful sinuses, headaches, post nasal drip, loss of sense of smell/taste, sore throat/swollen larynx (voice box), itchy mouth and/or throat and blocked ears.

#### **Eye - Symptoms:**

watery, itchy, prickly, red, swollen eyes. Allergic 'shiners' (dark areas under the eyes due to blocked sinuses).

#### **Airway - Symptoms:**

wheezy breathing, difficulty in breathing and or coughing (especially at night time).

#### **Digestion:**

swollen lips, tongue, itchy tongue, stomach ache, feeling sick, vomiting, constipation and or diarrhoea.

#### **Skin:**

Urticaria - wheals or hives-bumpy, itchy raised areas and or rashes.

Eczema - cracked, dry, weepy or broken skin.

Angiodema - painful swelling of the deep layers of the skin. Red cheeks.

### **Symptoms of Severe Reaction/ Anaphylaxis:**

These could include any of the above together with:

- Difficulty in swallowing or speaking.
- Difficulty in breathing - severe asthma
- Swelling of the throat and mouth
- Hives anywhere on the body or generalized flushing of the skin
- Abdominal cramps, nausea and vomiting
- Sudden feeling of weakness (drop in blood pressure)
- Alterations in heart rate (fast Pulse)
- Sense of Impending doom (anxiety/panic)
- Collapse and unconsciousness

### **Treatment**

Ring student reception/admin office and ask for first aider to come to student

Send a student or member of staff to First Aid room/admin office to collect 2<sup>nd</sup> epi-pen and to ask them to ring for an ambulance and parents.

If student conscious keep them in an upright position to aid breathing. If unconscious then place in recovery position.

If student is conscious and alert ask them to self-administer their epi-pen. If student unconscious, trained member of staff to administer epi-pen as per training. Record time of giving.

If no improvement within 5 minutes then 2<sup>nd</sup> epi-pen to be administered. Keep used epi-pens and give to paramedics when they arrive.

## **5. Diabetes awareness and treatment for Academy staff**

### **What is it?**

Abnormal fluctuations in blood sugar can lead to someone with diabetes becoming unwell and, if untreated, losing consciousness.

There are two conditions associated with diabetes - hyperglycaemia (high blood sugar) and hypoglycaemia (low blood sugar).

Hypoglycaemia is the more common emergency which affects brain function and can lead to unconsciousness if untreated.

### **Signs and symptoms:**

#### **Hypoglycaemia:**

- Hunger
- Feeling 'weak' and confused
- Sweating
- Dry, pale skin
- Shallow breathing

#### **Hyperglycaemia:**

- Thirst
- Vomiting
- Fruity/sweet breath
- Rapid, weak pulse

### **First aid aims**

#### **Hypoglycaemia:**

- Raise blood sugar level as quickly as possible
- Get casualty to hospital, if necessary

#### **Hyperglycaemia:**

- Get casualty to hospital as soon as possible

### **Treatment**

#### **Hypoglycaemia:**

- Sit casualty down
- If conscious, give them a sugary drink, chocolate or other sugary food
- If there's an improvement, offer more to eat or drink. Help the casualty to find their glucose testing kit to check their level. Advise them to rest and see their doctor as soon as possible.
- If consciousness is impaired, do not give them anything to eat or drink. Dial 999 for an ambulance

#### **Hyperglycaemia: Call 999 immediately**

#### **Further actions**

If the casualty loses consciousness

- Open airway and check breathing

## **Appendix 2 - Further advice and resources**

### **The Anaphylaxis Campaign**

PO Box 275  
Farnborough  
Hampshire GU14 6SX  
Phone 01252 546100  
Fax 01252 377140  
info@anaphylaxis.org.uk  
www.anaphylaxis.org.uk

www.ltca.org.uk

### **Council for Disabled Children**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
Phone 020 7843 1900  
Fax 020 7843 6313  
cdc@ncb.org.uk  
www.ncb.org.uk/cdc

### **Asthma UK**

Summit House  
70 Wilson Street  
London EC2A 2DB  
Phone 020 7786 4900  
Fax 020 7256 6075  
info@asthma.org.uk  
www.asthma.org.uk

### **National Children's Bureau**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
Phone 020 7843 6000  
Fax 020 7278 9512  
www.ncb.org.uk

### **Diabetes UK**

Macleod House  
10 Parkway  
London NW1 7AA  
Phone 020 7424 1000  
Fax 020 7424 1001  
info@diabetes.org.uk  
www.diabetes.org.uk

### **Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
Phone 0113 210 8800  
Fax 0113 391 0300  
epilepsy@epilepsy.org.uk  
www.epilepsy.org.uk

### **Long-Term Conditions Alliance**

202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
Phone 020 7813 3637  
Fax 020 7813 3640  
info@ltca.org.uk

September 2017

Dear Parent/Carer

### **First Aid and Supporting Students at the Academy with Medical Conditions Policy**

The Academy is committed to ensuring that all students with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The Government has recently introduced new legislation regarding the arrangements in place to support students with medical conditions and Joseph Swan Academy's Governing Body has approved a new 'First Aid and supporting Students at the Academy with Medical Conditions' Policy which is active with immediate effect. The policy is available on our Academy website and from our Academy reception.

If you require the Academy to administer short/long term **prescribed medication** it is necessary for you to give your prior written consent and complete a 'Parent/Carer agreement to administer medicine' form which is available on our Academy website or from our Academy reception. This form must be brought into the Academy by a Parent/Carer along with the appropriate medication.

Individual Care Plans will of course be put into place for any student who is on long term medication. Full details of this can be seen on our website via [www.josephswan.org.uk](http://www.josephswan.org.uk) or via contacting Mrs A Atkinson, Administration Manager or 0191 4422000 or [andreaatkinson@josephswan.org.uk](mailto:andreaatkinson@josephswan.org.uk).

Please also be aware that **Academy staff are not permitted to administer non-prescription medication**. If you supply your child with non-prescription medication to self-medicate (eg paracetamol), please ensure you provide enough for that specific day only (with two tablets being the maximum). For safeguarding reasons, it is also important that you email the appropriate HSLA (Home School Liaison Assistant) in advance to: (a) inform them that you have supplied your child with non-prescription medication; and (b) provide details of the medication supplied, including the type of medication and the arrangements for the child to self administer the non-prescription medication. If a student is found to have any additional medication with them this will be confiscated and destroyed.

If you have any questions or wish to discuss how the Academy can support your child with any medical condition, then please do not hesitate to contact Mrs Palmer in the first instance.

Yours faithfully

Miss H.E.Scott  
Head Teacher



## Joseph Swan Academy

### Authorisation for students to self-medicate non-prescription medication

<b>Student Name(s):</b>		<b>Tutor Group:</b>	
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- I give permission for my child to carry and self-administer **non prescribed medication** such as paracetamol during the Academy day.
- I will ensure that, unless otherwise agreed with the Academy, my child will **only bring a maximum two tablets** into the Academy when these are required. I
- I understand that if my child brings any more than two tablets into the Academy that these will be confiscated and destroyed.
- I will email the appropriate HSLA in advance to: (a) inform them that you have supplied my child with non-prescription medication; and (b) provide details of the medication supplied, including the type of medication and the arrangements for my child to self administer the non-prescription medication.
- I take full responsibility for my child's health if they bring non prescribed medication into the Academy.

<b>Signature of Parent/Carer:</b>		<b>Date:</b>	
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# Joseph Swan Academy



## Parent/Carer Agreement to Administer Medicine

Name of child:	
Date of birth:	
Tutor group:	
Medical condition or illness:	

### Medicine

Name/type of medicine: <i>(as described on the container)</i>	
Date dispensed:	
Expiry date:	
Agreed review date to be initiated by:	(Name of member of staff)
Dosage and method:	
Timing:	
Special precautions:	
Are there any side effects that the Academy needs to know about?	
Self administration	Yes
Procedures to take in an emergency:	
<b>Note: Medicines must be in the original container as dispensed by the pharmacy</b>	

### Contact Details

Name:	
Daytime telephone no:	
Relationship to child:	
I understand that I must deliver the medicine personally to:	Mrs Palmer, Administration Assistant

I accept that this is a service that the Academy is not obliged to undertake. I will inform the Academy immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Carer's signature:		Date:	
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# Joseph Swan Academy



## Record of Medicine Administered to an Individual Child

Name of child:	
Date medicine provided by parent/carer:	
Tutor Group:	
Quantity received:	
Name and strength of medicine:	
Expiry date:	
Quantity returned:	
Dose and frequency of medicine:	

Staff signature:	
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Signature of parent/carer:	
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Date:	/ /	/ /	/ /
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			

Date:	/ /	/ /	/ /
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			

Date:	/ /	/ /	/ /
Time given:			
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Staff initials:			

Date:	/ /	/ /	/ /
Time given:			
Dose given:			
Name of member of staff:			
Staff initials:			





# Joseph Swan Academy

## Managing Medication Care Plan Form



Child's Name:	
Tutor Group:	
Date of Birth:	
Child's Address:	
Medical diagnosis or condition:	
Date:	
Review Date:	

### Family Contact Information

Name:	
Telephone Number (work):	
Home:	
Mobile:	
Name:	
Telephone Number (work):	
Home:	
Mobile:	

### Clinic/Hospital Contact

Name:	
Telephone Number:	

### GP

Name:	
Telephone Number:	

Describe medical needs and give details of child's symptoms

Daily care requirements (eg before sport/at lunchtime)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (state if different for off-site activities)