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School Trip Record

Use in conjunction with:

'Managing Adrenal Insufficiency during Secondary School' Booklet

Student Name:

Trip Date:

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AUTHOR GROUP

This leaflet has been is the result of input from a multi-disciplinary working group, brought together by the Addison's Disease Self-Help Group.

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Please see the **Managing Adrenal Insufficiency during Secondary School** booklet for full author profiles.

Student Information

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| Student details

Name:	Date of Birth:
Year & Class:	NHS No:

| Parents/guardians

Contact #1	Contact #2
Name:	Name:
Mobile/Home No:	Mobile/Home No:
Email:	Email:

| GP

Name:	GP Practice address:
Tel No:	
Email:	

| Endocrine healthcare professional (HCP)

Name:	HCP address:
Tel No:	
Email:	

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Notes:

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Health Needs

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Trip organiser to complete before the trip

Type of adrenal insufficiency:

Medication:

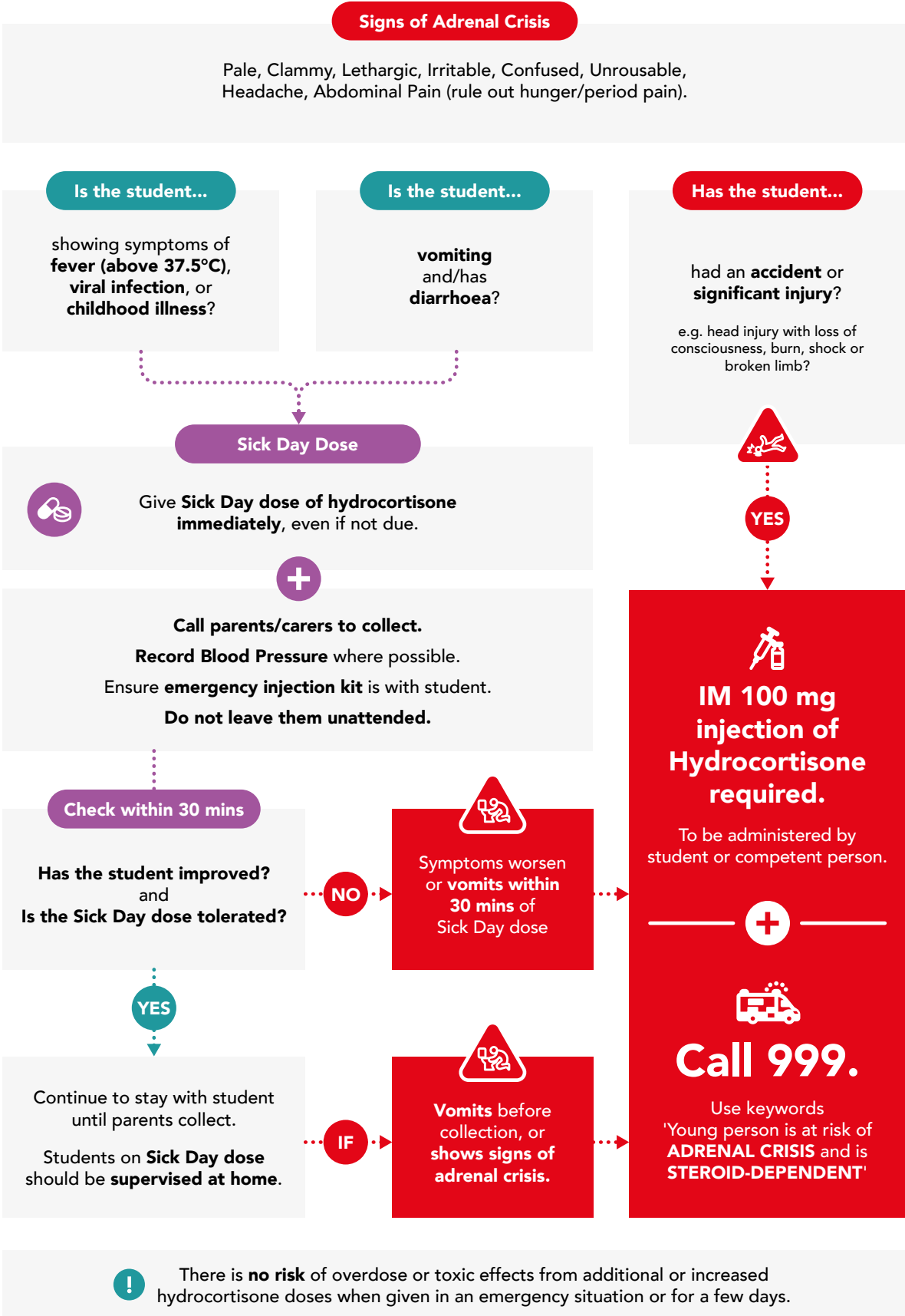
Medication	Dose	Time	Notes

Other medical conditions:

Allergies:

Adrenal Crisis Management

This flowchart provides staff with guidance on when Sick Day Rules should be followed and when an emergency hydrocortisone injection should be administered and an ambulance called.



Pre-trip Checks

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Trip organiser to complete before the trip

Action	By	Notes	Done?
Understand Addison’s and adrenal insufficiency, recognise student’s signs of low cortisol and understand treatment and emergency treatment.	All those with duty of care on trip		
Read and understand the students IHP.	All those with duty of care on trip	School to provide	
Meet/communicate to identify student’s needs.	School/parent/HCP/student		
Identify suitable key worker for student during trip.	School with parent and student		
Request input from HCP as required to answer queries/provide training.	School/parent		
Plan staffing rota to ensure sufficient numbers to manage illness during the trip.	School	School to provide	
Ensure school trip record is completed with parent/guardian details.	School/parent		
Complete risk assessment.	School		
Plan and schedule contact with parent/guardian as required.	School/parent		
Arrange emergency injection training for trip staff & key worker as appropriate.	School/HCP		
Ensure availability and safe storage of spare medication to allow for up dosing.	School		
Ensure availability and safe storage of 2 x emergency injection kits.	School/HCP		
Check mobile phone coverage for accommodation and site visits during the trip.	School		
Check and note on trip record, nearby A&E/hospital information.	School		

Paperwork/Supplies

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Trip list:

Action	By	Notes	Done?
School trip Record	School		
Student IHP	School		
‘Managing Adrenal Insufficiency during Secondary School’ booklet			
Risk Assessment	School		
Copy of medication prescription	School		
Spare medication (double normal amount required for duration of trip), packed across 2 bags (in case of loss/theft)	Parent/HCP	Clarify access and storage	
NHS Steroid Emergency card x 2 or BSPED adrenal insufficiency card depending on age of student/preference	School/Parent	One for student, one for staff Letter	
Letter from GP/ HCP to accompany emergency injection kits if flying	Parent/HCP		
Emergency injection kit x 2	Parent/Student	Clarify access and storage	
Medic alert devices		Strongly recommended	
ADSHG Adrenal Insufficiency Action Plan or BSPED AI card as appropriate			
Anti nausea/Travel sickness meds	Parent/Student Paperwork		

Daily list: A reminder to have these things available every day

Items	Who	Notes
NHS Steroid Emergency card	Student and staff	
Daily replacement medication	Student and staff	
Spare medication for up dosing	Staff	
Emergency injection kit	Student/staff	Who carries it with them will depend on age and individual.
ADSHG Adrenal Insufficiency Action Plan or BSPED AI card as appropriate	Staff	
Plenty of water and carbohydrate snacks	Student and staff	

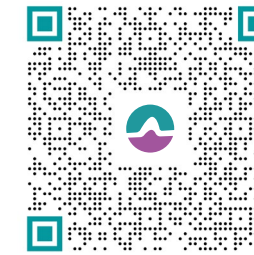
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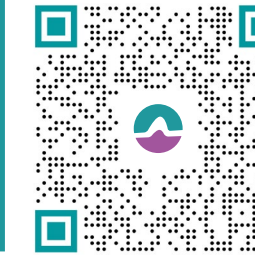
**Scan for
Adrenal Crisis
Emergency Help**



Scan for Sick Day Rules



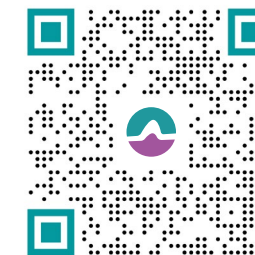
**Scan for
Secondary School
Resources**



**Scan for
Adrenal Insufficiency
Action Plan**



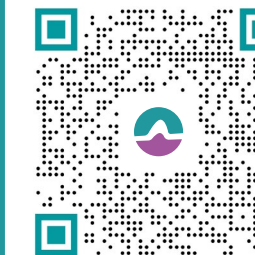
**Scan for
NICE Guidelines**



**Scan for
Surgical Guidelines**



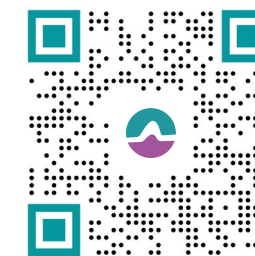
**Scan for
Children and Young
People with AD/Al**



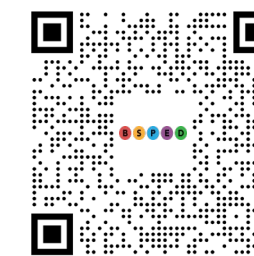
Emergency Hydrocortisone Injection Video



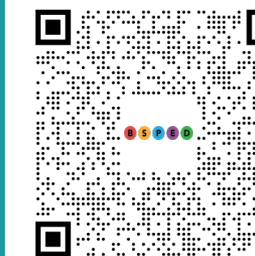
**Scan for
ADSHG online shop**



BSPED Adrenal Insufficiency Consensus Guidelines



**Download the
BSPED Adrenal
Insufficiency Card**



For further advice please contact: enquiries@addisons.org.uk
Website: addisonsdisease.org.uk

The Addison's Disease Self-Help Group works to support people with adrenal insufficiency, including Addison's disease, and to promote better medical understanding of this rare condition.

The ADSHG is supported and advised by a Clinical Advisory Panel: a group of medical professionals with an interest in adrenal medicine.
Registered charity 1179825, established 1984.

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This leaflet has been authored
by a working group consisting
of the ADSHG, parents,
teachers and paediatric and
endocrine health experts.

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