Moonee Ponds Primary School
respect • optimism • care • collaboration

CAMPS POLICY

Rationale:
Camps are an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development in a non-school setting. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. A camp is defined as any activity that involves at least one night's accommodation.

Aims:
- To provide students with the opportunity to participate in a camping program that is linked to social, cultural and educational outcomes for students.
- To provide shared class and year level experiences, team building and a sense of group cohesiveness.
- To reinforce and extend classroom learning.
- To provide a program that delivers skills and knowledge that may lead to a lifelong involvement in worthwhile leisure pursuits.
- To provide a program that promotes self-esteem, resourcefulness, independence, leadership, judgement, cooperation and tolerance.
- To further develop their problem solving and life skills
- To extend understanding of their physical and cultural environment

Implementation

GUIDELINES FOR ACTION
- All camps must be approved by the Principal and School Council.
- The principal or their nominee will ensure that full records are submitted to council regarding the camp well in advance of the starting date of the event and that no camp occurs unless all the formal record keeping has been completed and approved. Ideally all camps should be submitted to Council for in principle approval in the November/December Council meeting in the preceding year.
- Staff wishing to organise a camp must complete a camp proposal form and lodge this with the Assistant Principal for reference to the Principal for approval. All camps must be approved prior to running. This decision will be made by the Principal or Assistant Principal. The Principal in consultation with appropriate staff will consider the educational outcomes of the camp as well as the impact on the school program for the proposed dates.
- The Principal and Assistant Principal in consultation with organising teachers will ensure that all camps, transport arrangements, emergency procedures and student/staff ratios comply with DEECD guidelines.
- The organising staff member will complete the "Notification of School Activity" online at https://partner.eduweb.vic.gov.au/sites/sal#/ four weeks prior to the camp departure date, and pass on to the Assistant Principal to ensure relevant details are recorded in the Daily Organisational Diary and are entered on the daily absence/planning sheets.
- All approved camps will then be presented to School Council for their final approval.

Access to Camp.
- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial

difficulty, who wish for their children to attend a camp are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.

- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.
- All families will be given sufficient time to make payments for camps. All parental consent and medical forms must be completed, signed and returned and all money must be paid prior to leaving. Copies of completed permission notes and medical information must be accessible at the camp location by staff at all times.
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps. Parents will be notified if their child is in danger of losing the privilege to participate in a camp due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp. All students participating in a school camp will be asked to sign a contract agreeing to abide by all camp rules.
- Parents will be requested to collect their child from camp if their child exhibits behaviour that is considered unacceptable or a danger to others. The Teacher in Charge, in consultation with a member of the leadership team, will make this decision. Costs incurred will be the responsibility of the parent.

Organisation

- All food, equipment, staffing, organisation of activities and student management procedures must be addressed prior to the camp. Consideration needs to be given to students with special dietary and medical requirements. Parents should notify the staff in writing regarding special dietary and medical requirements when returning consent forms.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.
- The teacher in charge must provide the General Office with a final student list as well as posting a copy on the staff excursion notice board and on the intranet.
- In the case where a camp involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the camp.
- The school will provide a mobile phone and first aid kit for each camp. The teacher in charge is responsible for collecting these prior to leaving.
- Parents may be invited to assist in the delivery of school camps. When deciding which parents will attend the organising teacher will take into account any valuable skills offered (e.g. bus licence, first aid, etc), gender balance and special needs of particular students. Parents will be briefed regarding their role and expectations as a volunteer.
- For Outdoor Education activities with high risk (as specified in the risk analysis tools – Appendix E) the staff member organising must have suitable training and current qualifications. All staff members must be aware of the increased duty of care.
- The teacher in charge will ensure that student medical forms are available at the site and all camp staff are aware of special medical issues or medication requirements of any student.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners)

Site Safety

- All safety requirements must be considered and adequately resolved prior to the camp. Telephone numbers of all emergency services must be provided to the general office and be taken on camp. If any swimming activities are to occur, there must be sufficient staff attending with appropriate swimming qualifications to enable safe supervision.

Refer: Safety Guidelines for Education Outdoors

- A designated "Teacher in Charge" will coordinate each camp. All camps will have an experienced teacher in attendance where possible.
- The Teacher in Charge will ensure all students and adults attending the camp are aware of evacuation and emergency procedures.
- The teacher in charge will communicate the anticipated return time with the administration office in the case where camps are returning out of school hours. Parents will be informed prior to students leaving for the camp, that they can phone the office to receive an updated anticipated return time.

References:

DEECD Guidelines: Staffing and Supervision	http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx
DEECD Guidelines: Excursion and Activities	http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx

Appendices:

- Appendix A: Approval Proforma for all excursions and activities requiring school council approval
- Appendix B: Post Approval Requirements
- Appendix C: Guidelines for teachers planning a camp or excursion
- Appendix D: Notification of School Activity (camps and excursions)
- Appendix E: Risk Analysis Tools
- Appendix F: Risk Register
- Appendix G: Asthma Management Form
- Appendix H: Parent Excursion Consent
- Appendix I: Confidential Medical Information for School Council Approved Excursions

Evaluation:
This policy will be evaluated on a 4 year review cycle.
Key Person responsible: Principal

This policy was last ratified by School Council in....	**November 2018**	

Appendix A

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the Student Activity Locator online form three weeks prior to the excursion.
Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template
Download from the Safety Guidelines for Education Outdoors website at:

http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s)**:

Name of teacher-in-charge:

* EDUCATIONAL PURPOSE

PROGRAM DETAILS

*** Program outline, including:**

– Detailed daily itinerary (including morning, afternoon and evening activities)
– Supervision strategy for all aspects of the itinerary
– Alternative program in the event of changed circumstances

*** Overnight accommodation**

Type of accommodation

☐ Accredited residential campsites ☐ Tents/camping ☐ Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):
– Residential campsite (if applicable)
– Staff mobiles
– Other

Adventure activities

Tick the adventure activities that have been planned to occur during the program:

☐ Abseiling	☐ Base camping	☐ Bushwalking
☐ Canoeing/kayaking – low	☐ Challenge ropes course – high	☐ Challenge ropes course
☐ Cycling	☐ Horse riding	☐ Indoor rock climbing
☐ Orienteering	☐ Rafting	☐ Rock climbing
☐ Sailing	☐ SCUBA diving	☐ Snorkelling
☐ Snow activities	☐ Surfing	☐ Swimming
☐ Water skiing	☐ Windsurfing	☐ Other:

The conduct of each activity will comply with the requirements outlined in the Safety Guidelines for that activity.

Staff providing instruction activities have read the relevant safety guidelines ☐ YES

A risk management plan for the excursion must be completed and attached with this submission.
Guidance on the risk management process is available in the section of the website called Planning – Managing Risk.

*** Transport arrangements**

☐ Internal ☐ External ☐ Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? ☐ Yes ☐ No
If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, Transporting Students and VicRoads regulations. ☐ YES

Budget	
INCOME	*EXPENDITURE*
Student Fees *Other income:* **Total income:**	Transport Food Accommodation Staffing Equipment *Other expenditure:* **Total expenditure**

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required student preparation, if any:

*** Supervising staff**

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

☐ Signed informed consent from parents/guardians
☐ Completed medical form for all students and staff
☐ Detailed itinerary with specific locations and contact numbers
☐ A copy of map(s), including map name, access routes and grid references if required
☐ Staff and student equipment and clothing lists
☐ Group equipment list(s) if necessary
☐ A supervision plan that outlines staffing allocations for activities and for non-programmed periods.
This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
☐ Completed staffing details proforma
☐ Risk management plan
☐ Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
☐ Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name Signed Date

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name Signed Date

Approved and minuted at a school council meeting on _____ _____ _____

School Council President:

Name Signed Date

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, Venue Selection for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the

emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the transport page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A Working with Children Check is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

Appendix B

1. Post Approval Requirements

If the camp receives School Council approval, based on the information under Points 1-8, the teacher-in-charge must work with the Assistant Principal to ensure the following procedures are carried out before the camp:

(i) Notify the Region on a "Notification of School Activity" form kept by the Principal or online.

(ii) Ensure students/parents receive 4 sheets:

- (a) Camp description including clear costs, dates, modes of travel, contact numbers and aims/activities.
- (b) Permission form and a code of conduct sheet – this form must be signed by both the student and parent.
- (c) Confidential medical report for School camps.
- (d) List of clothing/bedding/safety gear required.

(iii) Provide a list of students, staff and a daily program to the Principal.

(iv) The teacher-in-charge should work with the Assistant Principal and any local authorities to ensure they are aware of disaster plan/escape routes for the area of the camp (if applicable).

(v) The first aid kit must be taken on all camps.

(vi) No student may attend camp unless all forms are signed and returned and camp fees paid (unless special arrangements are made with the Principal). For some camps, School levies must be paid before a camp fee is accepted.

(vii) The Principal must be informed of any change of planned activities/itinerary.

Appendix C

Guidelines for teachers planning a camp or excursion

1. Introduction

Camps and excursions need to be planned well in advance and should relate to the curriculum being taught.

Students and their parents should be provided with information about the program's educational objectives, the nature of the activities, clothing requirements, the venue and costs well in advance.

Prior to single day excursions in which students leave the school grounds for the purpose of engaging in educational activities, the approval of the principal must be obtained.

School Council is responsible for the approval of:

- over night excursions
- camps
- interstate and overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities

Before approving an excursion, consideration by the principal and/or School Council needs to include:

- the contribution of the activity to the School curriculum
- the adequacy of planning, preparation and organisation
- the provisions of the safety and welfare of students and staff
- the experience and competence of staff relative to the activities being undertaken
- the adequacy of student supervision
- the cost

A parent must provide written consent for their child to take part in an excursion. Parents asked to sign consent forms must be given sufficient information about the nature of the proposed activity, the risks involved and the degree of supervision.

Parental consent is required for the following reasons:

- to authorise the school to have the student in its care after normal school hours
- to authorise the school to take the student out of the school environment
- to alert the school to any medical condition or allergies of the student
- to authorise the school to consent to emergency treatment for the student
- for the parent to consent to any financial cost of the excursion
- for the parent to consent to the student being sent home in the event of any serious misbehaviour

Consent forms are to be taken on the excursion by the teacher in charge, and the designated school contact person should hold a list of participants, a copy of the consent forms and contacts in case of emergency.

In addition to any teachers employed by the DEECD or the School Council, excursion staff may include other adults on a volunteer or paid worker basis, such as parents, school services officers, community members, campsite staff and trainee teachers.

School uniforms must be worn on excursions.

School uniforms do not have to be worn on camps however students are asked to dress appropriately for the camp as per the clothing list included in camps notes sent home. This includes hats as per our Sun Smart and uniform policy.

Only students who display sensible and reliable behaviour at school will be taken on camps and excursions outside the school.

Sensible and reliable behaviour at camps and excursions will be expected at all times. ***Students can be sent home if their behaviour warrants a severe consequence.***

2. Planning

Forward planning takes into consideration whole school demands and must ensure that the normal school program is not consistently disrupted.

Planning should include:

- a clear aim
- costing – transport, admission, etc (the costing must be realistic in terms of the nature of the experience and the resultant learning outcomes)
- the opportunity for payment in advance, by instalments or lump sum payment may be offered to parents
- staffing needs
- pre-visit if venue is new/unknown
- consideration of children whose parents may not be able to meet costs
- excursion book maintained for evaluation of the camp/excursion for future planning
- excursion approval forms to be completed and handed in one week prior to the activity
- arrangements for covering camp staff classes while they are away from school

3. Preparation

Preparation for any activity should include:

- quotes for transport
- booking of transport
- confirmation time for departure and return
- informing specialist teachers, parent helpers, area coordinator
- informing parents attending activity on discipline procedures
- preliminary classroom activities
- collection of monies
- arrangement for school cheque
- medical information, precautions and First Aid kit

Appendix D

Notification of School Activity (camps)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Relevant details about School Council approved camps and excursions must be entered into the DEECD database using the online notification form available at:

www.eduweb.vic.gov.au/forms/schools/sal/enteractivity.asp

This notification should be provided three weeks prior to commencing the activity.

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- School closures, pupil free days, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions.
2. The coordinating school should complete the form for activities involving a group of schools.
3. Day excursions should be reported if activities are to be conducted by:
   - country schools - beyond the local town/city
   - rural schools - beyond the local area
   - metropolitan schools - beyond the greater metropolitan area

Appendix E

Risk Analysis Tools

DEECD Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

DEECD Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:
1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

DEECD Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

DEECD Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to *As Low As Reasonably Practical* (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

Appendix F

Risk Register

School:

Supervising teachers/staff:

Program/Excursion:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
Describe the risk event, cause/s and consequence/s. For example, *Something occurs … caused by … leading to …*	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	
		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
Describe the risk event, cause/s and consequence/s. For example, *Something occurs … caused by … leading to …*	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low		Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	

Add more rows as required. *This is one way of documenting the risk management process and does not preclude other approaches*

Appendix G: Asthma Management Form

Asthma Management Form

The following confidential information is required to assist in the proper management of a child's asthma, if such help is needed. Please complete and attach to the Medical Consent form. For more information on Asthma see section 4.5.10.3 of the Victorian Government Schools' Reference Guide. Further information is available from the Asthma Foundation www.asthma.org.au.

Student's name:

School:

Usual signs of asthma: ☐ Wheezing ☐ Chest tightness ☐ Coughing ☐ Difficulty breathing ☐ Difficulty speaking ☐ Other

When completing this form please seek the advice of the asthmatic's doctor if necessary.

1. Usual maintenance regime or medical program followed:

Name of Medication	**Method** (eg. Puffer & spacer, turbohaler)	**When and how much?**

Does the child require assistance to take their medication? ☐ Yes ☐ No

2. Peak flow readings: Best .....Critical .....(bring own peak flow meter)

3. Signs of worsening asthma: ☐ Wheezing ☐ Chest tightness ☐ Coughing ☐ Difficulty breathing ☐ Difficulty speaking ☐ Other:

Medication and treatment to be used during worsening asthma:

4. Medication and treatment to be used during crisis situations:

See Asthma First Aid Plan attached on page 2.

5. List any known asthma trigger factor(s):

6. Has the person been admitted to hospital due to asthma in the past 12 months? ☐ Yes ☐ No
7. Has the person been on oral cortisone for asthma within the past 12 months? (e.g. Pednisolone, Cortisone, Betamethasone etc) ☐ Yes ☐ No
8. Has the person ever suffered sudden severe asthma attacks requiring hospitalisation? ☐ Yes ☐ No

Important Notes
If you have answered "yes" to questions 6, 7, or 8 then the decision for the person to participate rests with the child's doctor. The process in such situations is as follows:

- the person's doctor or parents/guardians (if a student) may contact the school Principal for further information on the program and support available;
- a letter from the student's doctor, stating the doctor's decision must accompany this form.

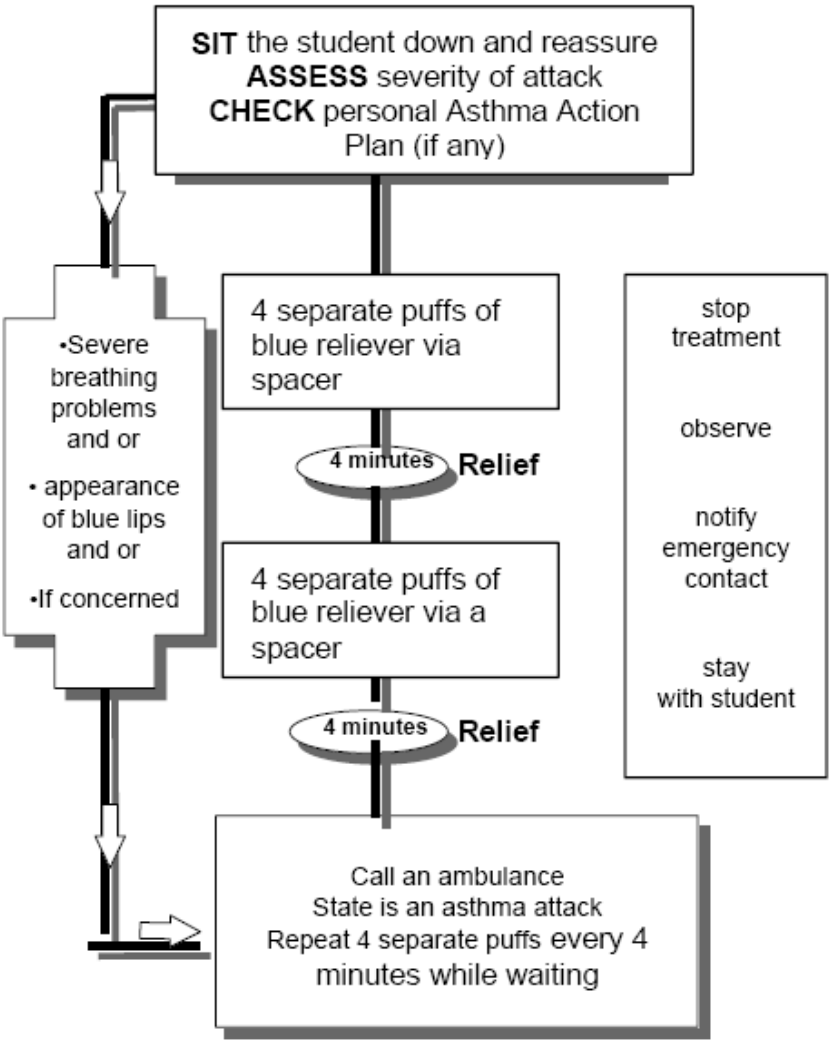
I declare that the information provided on this form is complete and correct.

Parent/guardian: _____

Phone contact(s): _____ OR _____

Signature: _____ Date: _____

Asthma First Aid Plan



From the Victorian Government Schools' Reference Guide Section 4.5.7.8

Appendix H

Department of Education and Early Childhood Development Proforma

Parent Excursion Consent

To obtain effective consent, schools need to provide sufficient information to parents about the nature of and risks associated with the excursion. Parents must be able to give informed consent to their child's participation in the excursion after considering the risks. Specific information about the excursion should be included here or provided as an attachment. There must be full disclosure. Parents should also be given the opportunity to ask questions.

A risk assessment of all adventure activities must be completed and submitted to the school council as part of the approval process.

Name of school:

Title of excursion:

Educational purpose of the program:
What do you hope the students will learn from the experience?

Details of supervising staff:
Name all staff and indicate who the teacher-in-charge is.

Costs:
Include all foreseeable program and incidental costs as well as the refund policy.

Name and contact details of the 24-hour school emergency contact:
This is for parents who need to contact students during the program. You can list more than one contact.

Departure details
Include the time, date and place where students depart for the excursion.

Return details
Include the time, date and place where students return from the excursion.

Distance from expert medical care:
How far the students will be away from expert medical care (eg. hospital or ambulance)?

Accommodation arrangements:
Type of accommodation eg. campsite, tents, caravan park etc

Travel arrangements:
How will students be transported to, during and from the program?

Adventure activities to be undertaken or that may be offered to students throughout the program:
List proposed activities as well as any alternative or back-up activities planned.

Activities within this program present the potential for students to sustain physical injury. The following procedures will be implemented – along with other strategies – to manage the potential risks in the program.

A risk management plan for this program has been developed by staff and is available for parents to review on request.

Attachments

- ☐ Daily itinerary
- ☐ Group equipment list (if relevant)
- ☐ Clothing list
- ☐ Medical form
- ☐ Further location descriptions (if applicable)

Student behaviour
'I understand that in the event of my son's/daughter's misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.'

ICT/Photograph consent
'I agree to my child using the Internet and computer network in accordance with the same Internet student users agreement that applies at their current school.' [Strike out if you do not consent]

'I also consent to my child being photographed and/or visual images of my child being taken during activities by the school for use in the school's publications, school's website or for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.' [Strike out if you do not consent]

Consent for emergency transportation
'In the event of an emergency I consent to my child being transported in a privately owned vehicle driven by a member of the supervisory staff listed above.'

Student accident insurance
The Department of Education does not provide student accident cover. Parents may wish to obtain student accident insurance cover from a commercial insurer, depending on their health insurance arrangements and any other personal considerations.

Parent consent

I have read all of the above information provided by the school in relation to the [insert program name here], including any attached material.

I give permission for my daughter/son_____ (full name) to attend.

Parent/guardian: _____ (full name)

_____ (signature) _____

(date)

In case of emergency I can be contacted on:

_____ OR:

_____

Note: Parents should also complete the 'Confidential medical information for school council approved school excursions'.

Appendix I

Confidential Medical Information for School Council Approved Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. This medical form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: Teacher to fill this in
Date(s): Teacher to fill this in

Student's full name:

Student's address:

Postcode:

Date of birth: Year level:

Parent/guardian's full name:

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours* *Business hours*

Name of family doctor:

Address of family doctor:

Medicare number:

Medical/hospital insurance fund: Member number:

Ambulance subscriber? ☐ Yes ☐ No If yes, ambulance number:

Is this the first time your child has been away from home? ☐ Yes ☐ No

Please tick if your child suffers any of the following:

☐ Asthma (if ticked complete Asthma Management Plan) ☐ Bed wetting ☐ Blackouts
☐ Diabetes ☐ Dizzy spells ☐ Heart condition ☐ Migraine
☐ Sleepwalking ☐ Travel sickness ☐ Fits of any type

☐ Other:

Swimming ability

Please tick the distance your child can swim comfortably.

☐ Cannot swim (0m) ☐ Weak swimmer (<50m) ☐ Fair swimmer (50-100m)
☐ Competent swimmer (100-200m) ☐ Strong (200m+)

Allergies
Please tick if your child is allergic to any of the following:

☐ Penicillin ☐ Other Drugs: _____

☐ Foods: _____

☐ Other allergies: _____

What special care is recommended for these allergies? _____

_____

Year of last tetanus immunisation: _____
(Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

Medication
Is your child taking any medicine(s)? ☐ Yes ☐ No
If yes, provide the name of medication, dose and describe when and how it is to be taken.

_____

_____

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

Medical consent
Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above) _____

Date:

The Department of Education and Early Childhood Development requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

Note: You should receive detailed information about the excursion/program prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.