

NOBLE PARK SECONDARY COLLEGE

Camps and Excursions Policy 2021

Child Safe Commitment

- Noble Park Secondary College is committed to child safety.
- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our College has robust human resources and recruitment practices for all staff and volunteers.
- Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Noble Park Secondary College is committed to creating safe and inclusive environment for all its students from all backgrounds, cultures, languages, LGBTI, religious and other minority groups.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
- Further information, our policy, code of conduct and reporting processes are available on our website
- **If you believe a child is at immediate risk of abuse phone 000.**

Rationale:

Excursions and camps are seen as 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. Excursions complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds.

Aims:

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction. To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.

Planning:

- All excursions and camps must be approved by the Operations Team in accordance with the Operations Team timelines and guidelines
- Once approved by the Operations Team, all camps and high-risk excursions require School Council approval particular for endorsement regarding costs.

- The organising staff member must liaise with, and submit all necessary approval paperwork to School Council, via the assistant principal in charge of operations (if not available, paperwork must be forwarded to the Principals P.A.).

The Operations Team will ensure that all excursions, transport arrangements, emergency procedures and staffing comply with DET guidelines.

Once the excursion has been approved, the organising teacher will complete the 'Student Activity Locator' three weeks prior to the excursion departure date -

School Council is responsible for the approval of:

- Overnight excursions
- Camps
- Interstate visits
- International visits
- Excursions requiring sea or air travel, weekends or vacations
- Adventure activities

The Operations Team is responsible for the approval of all single-day excursions other than those that must be approved by school council as mentioned above. A range of factors are taken into consideration by the Operations Team and or School Council, including:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- the provisions made for the safety and welfare of students and staff
- the experience and competence of staff relevant to the activities being undertaken
- the adequacy of the student supervision
- the high risk nature of some activities
- emergency procedures and safety measures
- staff-student ratios
- student experience

Arrangement for students not attending a camp or excursion must be organized by the teacher in charge of the excursion, options include being placed in another class or supervised in the library. Relevant work must be provided in the trays outside the daily organizer office for the student/s to complete.

Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.

Expectations:

- The Department's requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions.
- The Principal or their nominee will ensure that full records are maintained regarding the camp/excursion.
- The principal or their nominee will ensure that adequate pre-excursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion.
- The Department of Education and Early Childhood Development (DET) will not be involved in any expense associated with the conduct of excursions. The school may choose to subsidise some excursions or some student's expenses. This would need to be discussed with relevant people prior (i.e. YLC, SWC, Business Manager, Domain Head).
- Prior to conducting a camp or excursion, the approval of the School Council or the Operations Team will be obtained. Council must approve overnight or adventure activities. The Principal must approve these and other activities.
- Only children who have displayed sensible, reliable behaviour at school will be invited to participate in

camps or excursions. Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a camp or an excursion.

- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All DET requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

Behaviour expectations

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.

Parents/Carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the school's *Student Wellbeing and Engagement Policy*. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.

If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the Principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

[NOTE: Sometimes a student's disability may manifest in challenging behaviour. Examples of disabilities that can present with challenging behaviour includes Attention Deficit Hyperactivity Disorder, Oppositional Defiant Disorder and Autism Spectrum Disorder. In these cases, excluding a student from a camp or excursion may raise disability discrimination law issues. Please contact Legal Division for advice if you are considering excluding a student for failing to comply with behavioural standards, if their disability presents with challenging behaviour]

Disciplinary measures apply to students on camps and excursions consistent with our school's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct* and *Bullying Prevention Policy*.

Electronic Devices

Students will only be permitted to bring electronic devices (such as iPads, iPods, mobile phones) if directed to do so by the teacher in charge. These may only be used during times set by the Teacher in Charge. Students are responsible for the care of any personal electronic device brought to a camp or excursions and the school will not be responsible for lost or damaged devices.

Parent/carer consent

For all camps and excursions, other than local excursions, the school will provide parents/carers with a specific consent form outlining the details of the proposed activity. The School uses Compass to inform parents about camps and excursions and to seek their consent online. A paper consent form can also be printed by the student, to be signed and returned to the school office. Parents/carers are encouraged to contact the school to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.

For local excursions, the school may provide parents and carers with an annual Local Excursions consent form via Compass at the start of each school year or upon enrolment if students enroll during the school year. The School will also provide advance notice to parents/carers of an upcoming local excursion through Compass. For local excursions that occur on a recurring basis (for example weekly outings to the local oval for sports lessons or a local primary school). The School will notify parents once only prior to the commencement of the recurring event.

Student health

Parents and carers need to ensure the school has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication* policy and the

student's signed *Medication Authority Form*. To meet the school's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.

It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.

Accident and Ambulance Cover

Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).

Unless otherwise indicated, Noble Park Secondary College and the Department do not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

Child safety

Child safety Requirements on a Camp or Excursion

- Teacher should think about and plan for the safety (including risks of abuse) of students prior to the excursion
- A staff member should take a school mobile – not use personal mobile number with students on an excursion or camp.
- Students should be given the supervising teachers school mobile number.
- A child should never be alone with a teacher or volunteer – another adult should always be in direct line of site wherever possible
- Child safe risk assessments should also be added via the Compass templates

Child Safety Risk Assessment

Risk	Control
A staff member may be required to transport a student in a car	2 or more students should be present in a vehicle, but both must be dropped off at a destination so that the adult is not left alone with the remaining student. A second adult could accompany the staff member and student.
A student is at risk of abuse on overnight camps/excursion	Students to bunk only in same sex groups Staff not to sleep in same sleeping quarters as students Rules for students should be established, communicated and enforced regarding sleeping quarters.
Student left alone with students at the end of an event	Move to an outside location in view of the public Ensure two staff members are on duty at the end of an event.
Student left alone with a member of the public	A child should not be put in a position where they are alone at a venue with venue staff or the public
Incident occurs in a public or venue toilet	Students should always be reminded to go to the toilet in pairs and remain in a group on excursions. Students should attend to toiletry matters in pairs – not sent to a restroom alone at a venue or public toilet
Student gets separated and at risk of harm	Ensure all students have maps, itinerary and a meeting point is determined if they get lost. Ensure students have school and excursion mobile phone number Students should always participate in small groups for activities that are not directly supervised (i.e. city excursion, Zoo)

Cost of camps and excursions, refunds and support

- The cost of all camps and excursions are to be paid by parents/carers unless alternative arrangements have been agreed to by the Principal prior to the excursion. All families will be given sufficient time to make payments for all activities. Consent forms will have clearly stated payment amounts and payment finalisation dates.
- Students who have not finalised payment by the required date will not be allowed to attend unless the school determines exceptional circumstances apply.
-
- The school will make all efforts to ensure that students are not excluded for financial reasons. Families experiencing financial difficulty are invited to discuss alternative payment arrangements with the Year Level coordinator/Business Manager/Assistant Principal or Student Wellbeing Coordinator. The Business Manager/Principal/Organising Teacher can also discuss family eligibility for the Department's Camps, Sports and Excursions Fund (CSEF), which provides payments for eligible students to attend school activities, including camps and excursions. Applications for the CSEF are open to families holding a valid means-tested concession card or temporary foster parents and are facilitated by the school. Further information about the CSEF and the application form are available at [Camps, Sports and Excursions Fund](#).
-
- If a camp or excursion is cancelled or altered by the school, or a student is no longer able to attend part or all of the camp or excursion, our school will consider requests for partial or full refunds of payments made by parents/carers on a case-by-case basis taking into account the individual circumstances. Generally we will not be able to refund payments made for costs that have already been paid where those funds have already been transferred or committed to a third party and no refund is available to the school. Where possible, we will provide information about refunds to parents/carers at the time of payment.

Teacher Responsibilities:

A designated "Teacher in Charge" will coordinate each excursion.

The Teacher in Charge must complete all relevant aspects of the Operations Team submission

The Teacher submitting the Operations Team application must lodge the relevant Emergency Management Notification for every excursion and camp via the secured site

<https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp> prior to the Operations Team meeting reviewing the application for the excursion/camp. A print out of the notification should be put in the EXCURSION tray in the daily organisers office.

In the case where an excursion involves a particular class or year level group, the organizing teacher will ensure that there is an alternative program available for those students not attending the excursion.

All students must have returned a signed permission note and payment to be able to attend the excursion.

Copies of completed permission notes or individual summary report with medical information must be carried by excursion staff at all times.

The teacher in charge **must carry a school mobile phone and first aid kit for each excursion**. The teacher in charge is responsible for collecting the first aid kit prior to leaving.

The teacher in charge will communicate the anticipated return time with the College office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time. SMS message system will be used to advise parents of unexpected late arrivals where possible.

For students in Years 11 and 12 it is expected that the teacher in charge will consult with other staff during the planning stage to minimise the impact on other classes.

Parents may be invited to assist in the delivery of excursions.

Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school excursions. Parents will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal, Assistant Principal, Student Wellbeing Coordinator or Sub School Leader, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the excursion.

Disciplinary measures apply to students on camps and excursions consistent with the School's Well Being and Restorative Practices policy. In extreme cases the camp or excursion staff, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or

All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion. Visit the Emergency and Security Management Website at <http://www.education.vic.gov.au/management/schooloperations/edoutdoors/resources/emergency.htm> for information to assist schools to plan for and manage emergencies and security related incidents.

On days of extreme fire danger or total fire ban, the principal or their nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

PROGRAM

Prior to conducting the camp or excursion, the Department's requirements and guidelines relating to camps or excursions, will be observed.

Consideration in planning may include information from the following DET and related sites:

[Excursions](#)

[Camps, Sports and Excursions Fund](#)

[Decision Making Responsibilities for Students](#)

[Duty of Care](#)

[First Aid for Students and Staff](#)

[Parent Payments](#)

[PROTECT website](#)

[Reporting and Managing School Incidents \(including emergencies\)](#)

[Risk Management — Schools](#)

[Volunteers in Schools](#)

Appendices which are connected with this policy are:

Appendix A: Teacher Checklist

Appendix B: Pupil/Teacher Ratios / Qualifications

Appendix C: Costing Sheet

Appendix D: Emergency Management Plan for Excursions

Appendix E: Operations Flowchart

Appendix F: Attendance Sheets

Appendix G: Busline Confirmation

RATIFIED

This policy will be reviewed annually by the Principal or more often if necessary due to changes in regulations or circumstance

Date Ratified: 16 February 2021

Principal _____

Pamela D Dyson

Teacher Planning Checklist

EXCURSION TITLE _____ DATE _____

- Check proposed excursion/incursion date with daily organizer for endorsement
- Complete your excursion/incursion/event application request online on the [College Portal](#)
- Event logged on the [DET Student Activity Locator \(SAL\)](#). (Use edumail username and password)
- Consult Business Manager if you require assistance with costing your activity

The online form needs to contain the following (Please tick):

Date		Educational/Social Objectives	
Venue/Destination		Uniform expectation/dress requirements	
Time of departure		Items that children may be expected to bring	
Estimated time of return		Dismissal and Assembly point	
Cost and final payment date		Counter signed by a Principal Class Officer	

If your excursion is approved – then proceed with the following

*N.B. Please note that once information has been distributed to parents **NO CHANGES** can be made*

- Attach '[Excursion permission form](#)', or '[Incursion permission form](#)' with a Cash Payment envelope to the Activity
- Notice sent out to parents

IF TRANSPORT IS REQUIRED

- Complete purchase orders (eg Bus Company etc) with Bursar
- Organise any payments (cheques) required with Bursar.
- Organise Transport.
- If Private Vehicle being used complete [Consent to Travel in a Private Vehicle Form](#)
- [Use Bus Line confirmation fax](#) to confirm transport arrangements. (Appendix G)
- Seek out Parent Helpers if required.
- Aides notified and attendance approved by D&I Co-ordinator.

AT LEAST TWO WEEKS PRIOR TO EVENT / ACTIVITY

- Notice of Excursion/In-School Activity placed on Bulletin
- Notify the CANTEEN of In-School activity /excursion information
- Notify in writing to the Daily Organiser of all staff on excursion/incursion
- Details and a class list needs to be submitted to the office

FOR EVENT / ACTIVITY TO PROCEED, 80% PAYMENT AND RETURNED FORM NEEDS TO HAVE OCCURRED

AT LEAST THE NIGHT BEFORE (or several days prior)

Write the names of all attending staff in the D.O. book

- One copy of signed Permission Forms to be taken on the excursion & other copy left at the General Office
- Work left for all CRT classes must be put online extras by all teachers attending the excursion/incursion.
- Arrangements must be made for all students who do not attend to complete work at school. This includes location, arrangements for supervision of students and suitable learning activities.
- As a courtesy – notify staff via email, or at briefing. A reminder that they can access student lists of who will be away via the portal is also sufficient.

ON THE DAY

- Check the whiteboard in the office for any students on suspension etc who are not allowed to attend.
- Remind students of all expectations regarding behavior/uniform. Students not in correct uniform to remain behind
- On Excursion Day the following is required one for each Bus/group
 - Mobile phone(s)
 - Emergency Management Plan (Appendix D)
 - First aid kit(s) (**This can be obtained from First Aid, signed for and returned at the end of the excursion**)
 - Attendance Rolls (one on excursion, one at the office with your contact details and exact locations)
 - Permission Slips/Emergency contact details – these can be printed directly from the portal
- Set a meeting point for students and ensure they put college phone numbers in their mobile phones

I have completed all the necessary preparation and planning: Teacher Signature : Date:

Pupil / Teacher Ratios / Qualifications

2 Staff members should be present on most excursions, 1/2 must be teachers
 O/Night stays – at least one of each gender.
 Unsupervised excursions – Principal approval only, must have a risk assessment
 Staff Qualification log required for adventure activities. - [link](#)
 Documentation required for external providers - [link](#)

<p>Abseiling</p> <p>1:1 Rock Face (2:1 if one student) 1:10 Others 2 Experienced Staff</p>	<p>Rock Climbing</p> <p>1:6 Single Pitch top or bottom belay 1:2 Tramline or independent multi-pitch Students not directly involved in rock climbing, must be supervised separately with a minimum staff-student ratio of 1 to 20.)</p>
<p>Artificial Climbing and Abseiling Walls</p> <p>2:12, 3:18, 1:10 non participating students. (plus abseiling ratio for this part of the activity) link</p>	<p>Ropes Course</p> <p>Low 2:1-24, 3:25-36 High 3:1-12, 3:13-18 3 students to any one element, 1 participating, 2 spotting NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p>Snorkeling</p> <p>1:8 Closed water: pool 1:4 Open water NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight 1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6 2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach 1:8 Surf NOTE: 1 teacher/instructor in water and NOTE 1 teacher/ instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming instruction and water Safety (Enclosed Pools)</p> <p>1:10 Beginners 1:12 Intermediate</p>

<p>Horse Riding</p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p>1:15 Advanced</p> <p>1:10 Open water</p> <p>A teacher employed by the Department or the school council must</p> <ul style="list-style-type: none"> - be in attendance - have overall responsibility for the activity and legal responsibility for emergency procedures. <p>Other supervising staff must be approved by the principal. These may include parents/guardians, education support class officers, instructors or employees of swimming pools.</p>
<p>Orienteering</p> <p>1:10 Bush</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>
<p>Overnight Excursions to local or interstate tours</p> <p>1:15 Staff of both sex</p>	<p>General Excursions</p> <p>1:20 except for senior students where Principal discretion applies</p>

Your duty of care on an excursion is ABOVE AND BEYOND WHAT A PARENT WOULD REASONABLY PROVIDE

NOBLE PARK SECONDARY COLLEGE Excursion/Camp Costing Planning Sheet

Name of Excursion/Camp:

Home Groups Involved:

Date(s):

Learning Area:

Organiser:

Please check with Business Manager before finalising costing.

Excursion/Camp Costs:

	Cost before GST	GST	Total Cost
Transport			
Admission			
Photocopying			
Photography			
Accommodation			
Food Component			
CRT Replacement			
Other			
Total Cost			

Number of Students expected to attend

Cost per Student

 \$

Contact Details

Staff Member:	Contact Number:
Address of Venue:	

Transport Details (Please tick if taking school bus)

School Bus:	Bus Mobile: 0439 615 748
Company Contact:	
Contact Number:	

	OFFICE USE ONLY
Charge Description	
Charge Coding	
Charge Amount (Accommodation etc)	
Food Component	
Total	\$

Business Manager Signature _____ Date _____

Emergency Management Plan on Camp or Excursions

Check for any Fires/Emergencies in the Area Before you depart at

<http://emergency.vic.gov.au/>

an app for your phone is also available from this site.

Ensure that you are fully aware of any medical issues of students (i.e. Anaphylaxis/Asthma)
Ensure that you have a fully stocked First Aid Kit with each group.

In the case of a **medical emergency** always call: **000**

RING Noble Park S.C.

9546 9066

Program this number into your mobile phone. Ask students to program this number and the **excursion mobile phone number** into their mobile phones in case they become separated from the group.

Emergency Response

D DANGER

Ensure the area is safe for yourself, others and the patient.

R RESPONSE

Check for response—ask name—squeeze shoulders

No response

- Send for help.

Response

- make comfortable
- check for injuries
- monitor response.



S SEND for help

Call Triple Zero (000) for an ambulance or ask another person to make the call.

A AIRWAY

Open mouth—if foreign material is present:

- place in the recovery position
- clear airway with fingers.

Open airway by tilting head with chin lift.



B BREATHING

Check for breathing—look, listen and feel.

Not normal breathing

- Start CPR.

Normal breathing

- place in recovery position
- monitor breathing
- manage injuries
- treat for shock.



C CPR

Start CPR—30 chest compressions : 2 breaths

Continue CPR until help arrives or patient recovers.



D DEFIBRILLATION

Apply defibrillator if available and follow voice prompts.

© 2019 Ambulance Australia. All rights reserved. For all training at this information is not a substitute for first aid training.

General Anaphylaxis Management Plan

Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis

WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Wheeze or persistent cough
- Difficulty talking and/or hoarse voice
- Persistent dizziness or collapse
- Pale and floppy (young children)

ACTION FOR ANAPHYLAXIS

1 Lay person flat - do NOT allow them to stand or walk

- If unconscious, place in recovery position
- If breathing is difficult allow them to sit



2 Give adrenaline autoinjector

3 Phone ambulance - 000 (AU) or 111 (NZ)

4 Phone family/emergency contact

5 Further adrenaline doses may be given if no response after 5 minutes

6 Transfer person to hospital for at least 4 hours of observation

If in doubt give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

Asthma reliever medication prescribed: Y N

Asthma Emergency Management

Signs & symptoms

The patient may:

- be unable to get enough air
- be short of breath
- become anxious, subdued or panicky
- focused only on breathing
- coughing, wheezing
- pale, sweating
- blue around lips, ear lobes and fingertips
- unconscious.

WARNING

Anyone having a SEVERE asthma attack needs URGENT medical treatment. Call triple zero (000) for an ambulance.

Note

Where permitted under local State or Territory regulations, and if necessary:

- use another person's reliever inhaler, or use one from a first aid kit to assist patient with a severe asthma attack
- if someone is having difficulty breathing, but has not previously had an asthma attack, assist in giving 4 puffs of a reliever and continue with 4 puffs every 4 minutes if required, until an ambulance arrives.

Management

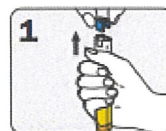
▼ Unconscious patient

- follow DRSABCD.

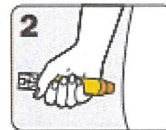
▼ Conscious patient

1. Help the patient into a comfortable position
 - usually sitting upright and leaning forward
 - be reassuring and tell patient to take slow, deep breaths — ensure adequate fresh air.
2. Help with administration of patient's medication (4:4:4)
 - give 4 puffs one at a time of a blue reliever inhaler (use a spacer if available)
 - patient takes 4 breaths after each puff
 - wait 4 minutes
 - if no improvement, give another 4 puffs.
3. If little or no improvement within minutes
 - ensure an ambulance has been called — triple zero (000)
 - keep giving 4 puffs every 4 minutes until ambulance arrives
 - children 4 puffs every 4 minutes
 - adults up to 6–8 puffs every 5 minutes.

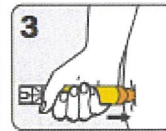
How to give EpiPen® adrenaline (epinephrine) autoinjectors



Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE



Hold leg still and PLACE ORANGE END against outer mid-thigh (with or without clothing)

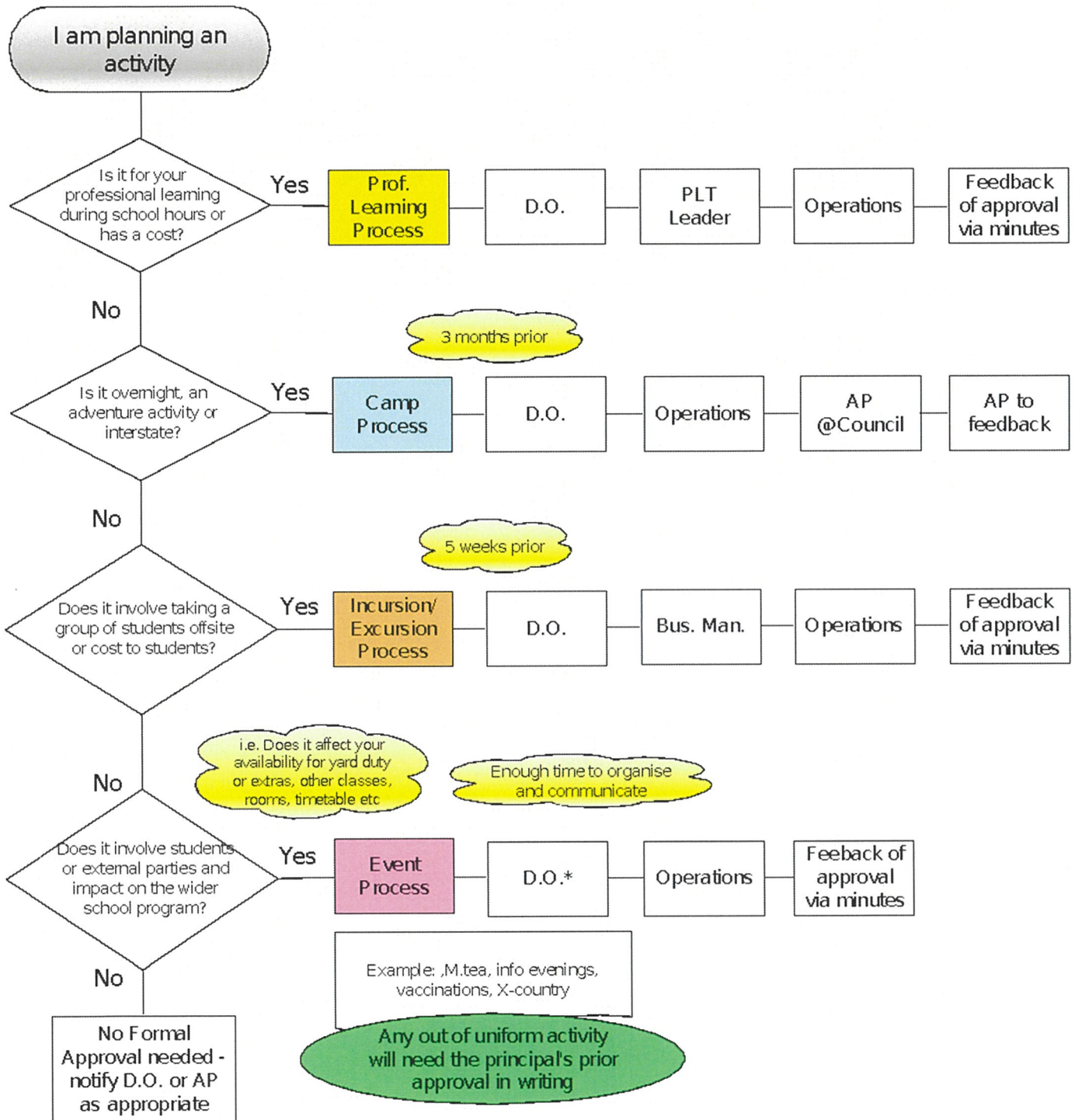


PUSH DOWN HARD until a click is heard or felt and hold in place for 3 seconds REMOVE EpiPen®

What do I do if

<p>A student becomes ill or is injured?</p> <ul style="list-style-type: none"> ● The qualified first-aider to perform first aid and monitor the student at all times. ● Call the parent to advise or seek further information. ● Attend with the student to the hospital/clinic (if required) until a parent of guardian is in attendance <p>Other teacher</p> <ul style="list-style-type: none"> ● In the case of a medical emergency, dial 000. ● After doing so, contact the College to inform the principal or other delegate of the situation ● Seek to keep the other student calm, and if possible seated in a contained area. ● Always keep the College informed of your whereabouts and progress. ● Seek further direction from the Principal or their representative as required. 	<p>There is an unexpected fire in the area?</p> <ul style="list-style-type: none"> ● Follow all direction form Parks Victoria or any emergency services personnel. <p>IF NO EMERGENCY PERSONEL ARE IN ATTENDANCE</p> <ul style="list-style-type: none"> ● Contact the Victorian Bushfire Information line on 1800 240 667 to ascertain whether it is a planned burn off and to request further guidance. ● If there is no planned burn off in the area immediately call 000 ● Immediately evacuate the area following any directions from 000. <p>DO NOT PACK UP OR COLLECT ANY BELONGINGS OR EQUIPMENT. DO NOT RETURN TO A CAMPSITE UNLESS YOU HAVE BEEN ADVISED THAT IT IS SAFE TO DO SO AND IT WELL CLEAR OF THE FIREFRONT</p> <ul style="list-style-type: none"> ● Call the College Principal to notify them of the situation ● Return to the College ● Always keep the College informed of your whereabouts and progress.
<p>A student becomes separated from the group?</p> <ul style="list-style-type: none"> ● Call the College to notify them ● Call the parent. There is a likelihood that the student will call their parent and they can then advise the student to return to the meeting point ● Try and contact the student via mobile phone- ask the parent for the student number or one of the student’s friends ● Return to the pre-designated meeting point and wait for the student ● Always keep the College informed of your whereabouts and progress. ● Seek further direction from the Principal or his representative as required 	<p>A student disembarks the train without the group?</p> <ul style="list-style-type: none"> ● Call the College immediately and inform an assistant principal or subschool team member. If the student calls the College they will be advised to catch the next train to your first destination (waypoint destination). ● Call the parent an inform them. There is a chance that the student will contact their parent. The parent can then advise them to continue to the waypoint destination on the next train. ● Get off at the destination station (with the rest of the group) and wait for the student, do not proceed on another train or bus. ● Always keep the College informed of your whereabouts and progress. ● Seek further direction from the Principal or their representative as required
<p>A student arrives at the train station or venue without permission to attend</p> <ul style="list-style-type: none"> ● Call the College to get the parent contact details and any medical information about the student, and to alert the College of the situation. ● Ring the parent to inform them of the situation. Try and secure verbal permission from the parent via the phone to attend, or if in the local area for the student to return home or to the school. Keep a written record of your conversation including the name of who you spoke to the date and time ● Do not leave the student unattended, include the student in the excursion activities unless the parent has given permission for them to leave, as per your legal duty of care. 	

NPSC Activity Process



OFFICE NOTIFICATION - STUDENTS NOT ATTENDING MUST BE COMPLETED

Excursion
Date _____

Excursion Venue Name & Address _____

Venue's Phone Number _____ Number of Vehicles _____

Teacher In Charge _____ Mobile _____

Please complete details for **each** Vehicle **Vehicle number** _____

Teacher in Charge on Vehicle 1 _____ Mobile _____

Other Staff/Helpers

1		3	
2		4	

Name of Students Travelling on Vehicle :

Name	H/Group	Name	H/Group	Name	H/Group
1			29		
		5			
2		1	30		
		6			
3		1	31		
		7			
4		1	32		
		8			
5		1	33		
		9			
6		2	34		
		0			
7		2	35		
		1			
8		2	36		
		2			
9		2	37		
		3			
10		2	38		
		4			
11		2	39		
		5			
12		2	40		
		6			
13		2	41		
		7			
14		2	42		
		8			

STUDENTS NOT ATTENDING THIS FORM MUST BE COMPLETED

STUDENTS NOT ATTENDING	HOME GROUP	TEACHERS PLACED WITH	HOME GROUP	ROOM NO.
1				
2				
3				
4				
5				
6				
7				
8				
9				

Busline Confirmation

Telephone: 9546 9066

Fax: 9562 4757

Excursion:

School Contact Person:.....

Bus Line Contact Person:

<p>From:</p> <p>To:</p> <p>Date:</p>

Destination:
Cost:
Number of Children:
Number of Adults:
Date:
Number of Buses:
Departure from School Date:
Return to School Date:

Please sign below and return confirmation to the school via fax of the above details.

The above details are approved and agreed to.

Name:.....

Signed:.....

Legal Advice Regarding Duty of Care for Students Attending Excursion without Permission

Copy of Advice provided to:

Date of Advice: 24 July 2014

Subject: Duty of care for students that attend excursions without signed consent forms

Background

You have instructed as follows:
 Sometimes the school encounters situations where students have not provided a signed permission form for a school excursion, but nonetheless independently turn up to the venue for the school excursion.

Request for Advice

You seek advice on the duty of care of school staff in these circumstances.

Advice

Duty of care

Schools have a duty of care to their students to take reasonable steps to protect them from any injury that should have been reasonably foreseen. This duty can extend beyond school grounds, and includes school approved activities. The nature and scope of the duty will vary according to the particular factual circumstances in every case. However, where

the risks are within the control of the school, it will need to take active and reasonable steps to fulfil its duty of care.

For further information see the School Policy and Advisory Guide (SPAG):

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>

There are a number of factors that suggest that the Schools' duty of care would extend to these circumstances. These include:

- That the students are turning up in the context of a school approved activity
- That the school is aware that there are risks of foreseeable harm to the students, if supervision is not provided
- That the school is in position to take some action to address these risks.

Accordingly it would be prudent for school staff to take reasonable steps to address risks of reasonably foreseeable harm that are posed to students in these circumstances.

Suggested reasonable steps

Supervision and school planning for the contingency where additional students attend the excursion

We suggest that in line with their duty of care, school staff should supervise any students that turn up to a school excursion, even if they have not provided a signed permission form.

Given that the School is aware of the particular risk that additional students are likely to attend the excursion, the school may need to take this contingency into account when determining what level of supervision and other arrangements are required for students engaging in a proposed school activity.

Further information about student supervision is available at the following link:

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

Contacting the school and parents/guardians

We suggest that at the time that the student turns up unexpectedly, it would also be a reasonable step for the excursion staff to contact the staff back at the school premises to confirm the student's whereabouts.

Contact with the student's parents/guardians should also be made to confirm that the student is in attendance at the excursion.

Obtaining student medical information

The school should also ensure that excursion staff have access to the medical information which is held by the school in relation to that student.

Also during the conversation with the parent/guardian it would also be prudent for school staff to discuss whether there is any updated medical information that needs to be provided in relation to the student.

Yours sincerely, Lani Siow

Senior Lawyer

Legal Division