

---

# TEACHER BOOKLET

## VCE Program

---



This booklet has been created for the staff organising and attending a VCE program at Bogong Campus. The Medical and Consent forms can be found as a separate file on our website, as can the parent/student booklet. These files and an online version of this booklet can be found under BOGONG CAMPUS – BOOKLETS & FORMS at [www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au)

## About Bogong

Outdoor School - Bogong Campus, is a school staffed and funded by the Department of Education and Training. Bogong Campus provides programs for Years 7-12 students from Government Schools throughout Victoria and is situated in Bogong Village, North-East Victoria. This is located 15 km from Mount Beauty and 15 km from both the Falls Creek ski resort and the Bogong High Plains. Bogong Village is surrounded by the Alpine National Park. Bogong is 380 km from Melbourne and takes around 6 hours to get there by bus.

## Covid-19 Policy

A copy of the school's COVID 19 policy and subsequent protocols is available on our website at <http://www.outdoorschool.vic.edu.au/>

Key to this policy is that:

- Students or staff that are not well, or display Covid like signs/symptoms should not attend Bogong.
- Students or staff that have tested positive to Covid within the 5 days before the program commencing must not attend Bogong.
- Students or staff that begin to display Covid like signs or symptoms whilst on program will be sent home.
- In the case of any of the above for a student, the parents/guardians will be contacted to collect their child as soon as possible on that day and take them home. **As a parent/guardian please make arrangements to ensure you can collect your child at short notice if needed.**
- For a visiting staff member they may have the capacity to drive themselves home or alternatively be collected by a next of kin.

## Respectful Relationships - Statement of Commitment

- We commit to action that promotes gender equity & respectful relationships.
- We will model respectful relationships between peers and all members of the school community.
- We will speak out about sexism, gender inequity and gender stereotypes.
- We will provide a safe, inclusive and supportive environment.
- We will provide a structural and cultural environment that promotes gender equity

## Program Design and Curriculum

Consider the timing in the VCE year, the unit(s) being covered and what specific areas of the study design you would like the students to focus on. Based on this, we can then look to discuss with you and put together a timetable of learning tasks.

1. The Bogong Program Coordinator will contact you via phone or email to discuss the logistics of your program such as numbers, program timetable, arrival and departure times.
2. Your Bogong Teacher(s) will contact you to discuss the specific areas of study from the study design. Please consider they key knowledge and skills you would like to address.

You will need to log on to our online portal and select one of these four program options for your students. Please consider the learning intentions you hope to achieve whilst here in your selection. Also note there will be an increase in cost of up to \$75 per student for Programs B, C and D downhill component.

The cost for 2023 Winter VCE Program A is \$250 per student. The cost for all other programs (B C or D) is \$325 per student. This does not include transport to and from your school and Bogong. It does include all accommodation, meals, transport and entry to Falls Creek, specialised equipment, and a single day lift ticket.

#### Program A.

Day	Day	Evening
Mon	Arrive 1pm, XC Ski Prep, Intake	Parks Vic Talk, Key Knowledge Night
Tues	XC Ski Skills Day	Campout prep
Wed	XC Ski Tour & Campout	Campout
Thur	XC Ski Tour & Return to Bogong	FCRM Talk
Fri	Pack-up & Depart 10am	

#### Program B.

Day	Day	Evening
Mon	Arrive 1pm, XC Ski Prep, Intake	Parks Vic Talk, Campout Prep
Tues	Snowshoe to Campsite, XC Ski Afternoon	Campout
Wed	XC Ski Tour & Return to Bogong	Downhill Prep
Thur	Downhill Ski	FCRM Talk
Fri	Pack-up & Depart 10am	

#### Program C.

Day	Day	Evening
Mon	Arrive 1pm, XC ski prep, Intake,	Parks Vic Talk
Tues	XC Ski Day	Key Knowledge Night
Wed	XC Ski Day	
Thur	Downhill Ski Day	FCRM Talk
Fri	Pack-up & Depart 10am	

#### Program D.

Day	Day	Evening
Sun	Travel	Arrive 7-9pm (dinner on route)
Mon	XC Ski Skills Day	Parks Vic talk, Campout Prep
Tues	XC Ski Tour	Campout
Wed	XC Ski Tour & Return to Bogong	Downhill Prep
Thur	Downhill Ski Day	FCRM Talk
Fri	Pack-up & Depart 10am.	

# Tasks to be Completed by the Organising Staff Member

## Parent/Student Booklet

To be sent home for parents/guardians and students to read. A copy of this can be found at [www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au) Please discuss the Code of Cooperation, and clothing/equipment list with the students.

## Medical and Consent Forms

The following forms must be completed by all students attending the program. **We also require a medical form for any staff attending the program.** We recommend these forms are sent out with the Student/Parent Booklet, as this contains important program information. These files can be found under BOGONG CAMPUS – BOOKLETS & FORMS at [www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au)

### Bogong Consent and Acceptance Form

Must be read by parent/guardian's and students, then signed by both in conjunction with reading the Code of Cooperation and program information in the Parent/Student Booklet.

### Bogong Medical Information Form

These forms must be completed and signed indicating the students' current medical status with any information requiring specific attention or treatment (e.g. medications being taken). Also required for Visiting Staff.

### Additional Forms:

The following forms must be completed **ONLY** by students with the relevant medical condition/s or learning needs. **Students without any of the following relevant concerns should not complete or submit them.** Students must bring all medications for their medical condition to Bogong. Again, they can be found on the website.

- Student Learning Needs Form – If relevant also attach Individual Learning Plan or Education Action Plan
- Asthma – Asthma Action Plan
- Anaphylaxis - ASCIA Action Plan for Anaphylaxis
- Allergies – ASCIA Action Plan for Allergic Reactions
- Medication Authority Form

---

## Parent/Student Booklet

Send this home to parents/guardians for them and students to read. A copy of this can be found at [www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au)

## Transport

Organise transport to and from Bogong. To optimise learning and allow safe travel time we would like schools to arrive at the times agreed in the 'Bogong Offer'. **These times are important to Bogong for staffing and planning purposes.** Bogong will give you recommended travel times from your school. We recommend Falls Creek Coach Service for their reliability and experience with times for getting to Bogong although you may have a preferred company.

The High Plains Road from Mt Beauty to Falls Creek is declared hazardous from the King's birthday weekend until the end of the snow season and requires a special bus licence to drive on it.

## Personal Clothing and Equipment (enclosed)

- Please read through the list with the students ahead of time and discuss packing all the clothing and essentials to be well organised for the program. Also outlined is the equipment Bogong supply.
- Please be reminded that the Department of Education and Training does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.

Continued Over Page

## Entering the Data

The student and visiting staff details from the consent and medical forms must be entered via our online portal. You will receive emails to remind you when to complete these tasks but you may do this earlier if suitable for you.

1. Use this link <https://education.shortcm.li/Grr5Qb> to access the Cumulus portal.
2. If you have accessed this site before, log in as you have previously done.
3. If you have not been to this site before create a new account with your @education address (must be @education) and a password.
4. Once there you must enter the student's names, their consent and medical details, as well as your visiting teacher's names and medical details.

A copy of the forms must then be sent on to Bogong via scan/email two weeks prior to the program running.

## Allocating Learning Groups

If you have more than 12 students, we require you to allocate these students into two 'Learning Groups'. Log on to the portal as above and allocate students to learning groups at least 3 weeks prior to your program starting date. Any specific details regarding any student learning/behaviour that will assist us please let us know.

- Learning groups will consist of approx. 8-12 students + 1 visiting teacher + 1 Bogong teacher.
- The intention is for these groups to remain the same throughout the program. Where there are more than 12 students the visiting teacher must allocate the students into their learning groups.

Once in Cumulus, follow the prompts to find the group allocation section. Select each student individually and place them into a group. If the visiting teacher wishes to be in a particular group, please indicate this on the list. Please complete this comprehensive list at least **three weeks prior** to the start of your program.

## Important Teacher Information

The program will contain activities and events which are different from those experienced at school. Qualified and experienced teachers are responsible for the supervision and teaching of all adventure activities and necessary precautions are taken to minimise the possibility of injury.

Teachers/parents/guardians should understand however, that all the listed activities do carry risk of physical injury and that accidents can, and do occur. However, Outdoor School Bogong has an active and ongoing risk management program whose objective is to provide a safe and effective environment for everyone.

Outside winter time, your visit may include activities such as bushwalking, climbing/abseiling, mountain biking, orienteering/rogaining, canoeing, pioneering, high ropes, creek walking, and the sensory trail course. For those attending during winter, activities may include cross country skiing, snow-camping, downhill skiing and snow shoeing, yet in the event of limited snow cover, summer activities such as those listed above may be included. Many of the activities are conducted in remote locations subject to severe weather and other natural hazards. In the event of injury or illness, communications or emergency services may be limited or not available for periods of time. This may result in delays in injured/sick group members accessing more definitive care. It is important that students are appropriately insured for medical treatment as Outdoor School - Bogong, being a State Government School of Victoria, does not have any insurance to this effect.

# Student Code of Cooperation

## Guiding Principles

- To ensure that the rights of all individuals are protected whilst at Bogong, and to and from Bogong.
- To establish the best possible learning environment.
- To ensure that breaches of the code of cooperation are treated in a fair and consistent manner and within the expectations of staff and students.

Rights	Responsibilities & Expectations
All individuals and their property are to be valued and treated with respect.	All students should treat one another, staff and property with respect.
All individuals have the right to a safe, secure and cooperative working environment in which participation, risk taking and confronting challenges are encouraged.	All students should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.
All individuals have the right to privacy.	All students should respect others rights to privacy.
Staff should be able to perform their duties in an atmosphere of order and cooperation.	Students should comply with instructions given by any members of staff and should willingly participate in the daily routine of the School.
Staff, students and the natural environment have the right to exist in a healthy and environmentally considerate atmosphere.	All students should conduct themselves in a healthy and environmentally friendly manner towards other students, staff and the natural environment.
Bogong expects support from all students, parents/guardians and staff in implementing this Code of Cooperation.	All students should behave according to this code and accept the consequences if it is breached. All staff should fairly, reasonably and consistently implement this code. Staff and parents/guardians of participating schools should support Bogong in implementing the Code of Cooperation.

## Specific Rules at Bogong

To respect the rights and expectations of all individuals at the school the following forms of behaviour are considered a breach of the code and are therefore unacceptable:

- Bringing cigarettes, alcohol, non-prescribed drugs, offensive weapons, and pornographic material.
- Using language which is offensive, sexist, genderist or racist.
- Fighting, bullying (physical, verbal, indirect or cyber) or any other forms of aggressive behaviour.
- Being in the lodges/room of a person of the opposite gender.
- Being in another student's room without permission.
- Leaving Bogong Campus boundaries without permission.
- Behaving in a manner which damages or vandalises the property of others or the environment.
- Climbing of trees, buildings or other structures without teacher supervision.

### **Personal ICT hardware such as phones, iPods and tablets are not to be brought to Bogong.**

To maximise student learning we expect students to disconnect from all mobile devices for their time at Bogong. This allows students to engage with their peers, and the outdoor experience. Any mobile devices that are brought to Bogong, will be collected by Visiting Teachers upon arrival and stored in a secure place. Our Personal Mobile ICT Devices Policy from our website via the following link <http://www.outdoorschool.vic.edu.au/policies/3699/>

Any breach of the Code of Cooperation will initiate a restorative approach. The staff will decide the appropriate level of action.

# Outdoor School – Bogong

## Parent Consent and Acceptance Form



Student's Full Name:

**Parent/Guardian Consent – please circle response below as appropriate – (if left blank we will assume yes is the response):**

The information about your child/dependant and family collected through this form will only be shared with school staff who need to know to enable our school to educate or support your child/dependant, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy: Data will be kept permanently as per the 2018 Retention and Disposal Authority for Records of School Records 3.3.1 Summary Enrolment Records requires. The collection and use of the students personally identifiable information via consent forms provided within the handbook and stored via Cumulus is done in accordance with the Privacy and Data Protection Act 2014. Data will be kept permanently as per the 2018 Retention and Disposal Authority for Records of School Records 3.3.1 Summary Enrolment Records requires.

I agree to my child/dependent using the internet and computer network at Bogong in accordance with the same internet student user's agreement that applies at their current school.	Yes	No
I also consent to my child/dependent being photographed and/or visual images of my child/dependent being taken whilst at Bogong by the DET. I also consent to these photos being used for use in the school's publications, the school's social media accounts and the school's website, for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.	Yes	No
Is English your child/dependent's main language?	Yes	No
Is your child/dependent of Aboriginal or Torres Strait Islander origin?	Yes	No
Has your child/dependent been away from home before?	Yes	No
I authorise the teacher in charge to administer paracetamol as per the Outdoor School protocol.	Yes	No
I understand that I will be required to immediately collect my child/dependent from Outdoor School if they are unwell and unable to participate in the program while at Outdoor School.	Yes	No
I understand that if my child/dependent does not comply with the Outdoor School Code of Cooperation that I will be required to collect my child/dependent from Outdoor School.	Yes	No

I have read the **Parent/Guardian and Student Booklet** and the **Outdoor School Enrolment/Acceptance Policy** included in the booklet and I agree to my child/dependant's attendance at the Outdoor School - Bogong on:

\_\_\_\_/\_\_\_\_/\_\_\_\_ (Starting Date)

I have read the **Parent/Guardian and Student Booklet** and I agree to them taking part in any excursion or activities arranged for students in connection with the school program. I understand the program contains potentially hazardous activities in remote areas subject to natural hazards and severe weather.

I will notify the school if my child/dependant is in contact with any infectious disease within four weeks of departure date. In the event of any illness or accident, where it is impracticable to communicate with me, I authorise the teacher in charge to consent to my child/dependant receiving such medical or surgical treatment as may be deemed necessary. I accept responsibility for payment of any expenses thus incurred. In the event of my child/dependant being unable to accompany the rest of the group home due to ill health or accident I will make the necessary arrangements in liaising with the School Principal for their return.

I agree to ensure that my child/dependant's mobile devices (phones, tablets, iPods etc.) remain at home whilst they attend this program.

Should my child/dependant violate the rules outlined in the **Outdoor School Student Code of Cooperation** to the extent that the teacher in charge in consultation with the Principal of Outdoor School Bogong considers that they should be sent home, I agree to organise this withdrawal and fully cover the transport costs involved in this process.

\_\_\_\_\_  
**Parent/Guardian's Full Name (please print)**

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Date**

I have read the **Outdoor School Student Code of Cooperation** and I hereby undertake that while travelling to and from the school and while in attendance I shall behave in a good and proper manner and shall observe whatever rules are decided on as best for the welfare of all.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

### Cancellation or Withdrawal

*The Department of Education (DE) reserves the right to cancel a program for any reason. In the event of a student's application being withdrawn prior to the commencing date of the program the DE through the Principal reserves the right to make a refund only where a reasonable excuse for withdrawal is offered. No refund will be made where a student leaves during the program except in the case of illness, and then only on a pro rata basis.*

## Outdoor School – Bogong Medical Information Form



If there is a situation or incident which requires first aid to be administered to your child, school staff will administer first aid that is reasonably necessary and appropriate to their level of training. School staff will also seek emergency medical attention for your child if it is considered reasonably necessary. Any costs associated with student injury rest with parents/carers unless the Department of Education is liable in negligence (liability is not automatic). In the event that your child needs medical attention, school staff will contact you as soon as practically possible.

School: \_\_\_\_\_ Year Level or Visiting Staff: \_\_\_\_\_

Full Name: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_ Student Gender: Female ☐ Male ☐ Gender Diverse ☐

Parent/Guardian or Next of Kin Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian or Next of Kin Mobile Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Home Email Address: \_\_\_\_\_

Tick	Item	Details
<input type="checkbox"/>	Diabetes	
<input type="checkbox"/>	Dietary Requirements	
<input type="checkbox"/>	Dizzy Spells/Blackouts	
<input type="checkbox"/>	Fits of Any Type	
<input type="checkbox"/>	Hay Fever	
<input type="checkbox"/>	Heart Condition	
<input type="checkbox"/>	Migraines	
<input type="checkbox"/>	Physical Difficulties	
<input type="checkbox"/>	Previous Injuries - When	
<input type="checkbox"/>	Sleepwalking	
<input type="checkbox"/>	Other	

Please tick the box on the left if your child/dependant suffers any of the following:

- ☐ Anaphylaxis | If ticked, you **MUST** attach the appropriate completed Anaphylaxis Action Plan.  
Please state who will be responsible for carrying the EpiPen
- ☐ Allergies | If ticked, you **MUST** complete and attach the Allergic Reactions Action Plan.
- ☐ Asthma | If ticked, you **MUST** provide your child's personal Asthma Action Plan. A suitable blank form is enclosed.
- ☐ Other Health Care Needs | Please provide an Action Plan if your child/dependant needs medical or health related support at school (e.g. diabetes management).
- ☐ Support for Learning | Does your child/dependant have additional needs and require support?  
If ticked you must complete the **Student Learning Needs Form**.

Year of Last Tetanus Immunisation (If known): \_\_\_\_\_

**Swimming Ability:** please tick the distance your child/dependant can swim comfortably.

☐ Cannot Swim ☐ Weak Swimmer (<50m) ☐ Fair Swimmer (50-100m) ☐ Competent Swimmer (100-200m) ☐ Strong Swimmer (200m+)

**Medication** – Is your child/dependant presently taking tablets and or medicine?

☐ Yes ☐ No

**If yes, please complete the Medication Authority Form.**

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ONLY complete this form if your child has specific additional learning needs. Students with an Individual Learning Plan or an Education Action Plan should have this form completed as well as including their plan.**

**Student Name:** \_\_\_\_\_

**Please indicate any adjustments that may assist your child/dependant to participate at school:**

Has your child/dependant had a disability assessment before?

If yes – please specify outcome below.

☐

Yes

☐

No

Has your child/dependant received individualised disability funding before?

If yes, please specify below.

☐

Yes

☐

No

Has any previous education provider prepared a documented plan to support your child/dependants additional learning needs? If yes, please provide details below.

☐

Yes

☐

No

Does your child/dependant have additional needs in one of the following areas?

☐

Yes

☐

No

Speech/Language: ☐ No ☐ Yes (please specify):

Physical: ☐ No ☐ Yes (please specify):

Cognitive/Learning: ☐ No ☐ Yes (please specify):

Social/Emotional: ☐ No ☐ Yes (please specify):

**Is the student on an:** ☐ An Individual Learning Plan ☐ An Education Plan

Please list below other relevant information that would assist us to work with your child/dependant in a residential environment.

---

---

---

---

---

---

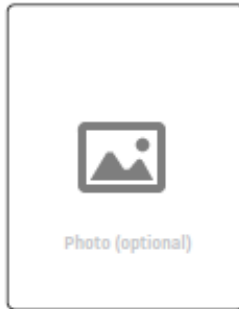
---

---

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_





# ASTHMA ACTION PLAN

Take me when you visit your doctor



Name:

Plan date:  Review date:

Doctor details:

## EMERGENCY CONTACT

Name:

Phone:

Relationship:



## WELL CONTROLLED is all of these...

- ☒ needing reliever medicine no more than 2 days/week
- ☒ no asthma at night
- ☒ no asthma when I wake up
- ☒ can do all my activities

Peak flow reading (if used) above

### ☐ TAKE preventer

Name

morning  night  puffs/inhalations

- Use my preventer, even when well controlled
- Use my spacer with my puffer

### ☐ TAKE reliever

Name

puffs/inhalations as needed

puffs/inhalations 15 minutes before exercise

- Always carry my reliever medicine



## FLARE-UP Asthma symptoms getting worse such as any of these...

- needing reliever medicine more than usual OR more than 2 days/week
- woke up overnight with asthma
- had asthma when I woke up
- can't do all my activities

Peak flow reading (if used) between  and

My triggers and symptoms

### ☐ TAKE preventer

Name

morning  night  puffs/inhalations for  days then back to well controlled dose

### ☐ TAKE reliever

Name   puffs/inhalations as needed

### ☐ START other medicine

Name/dose/days/other treatments

### ☐ MAKE appointment to see my doctor same day or as soon as possible



## SEVERE Asthma symptoms getting worse such as any of these...

- reliever medicine not lasting 3 hours
- woke up frequently overnight with asthma
- had asthma when I woke up
- difficulty breathing

Peak flow reading (if used) between  and

My triggers and symptoms

### ☐ TAKE preventer

Name

morning  night  puffs/inhalations for  days then back to well controlled dose

### ☐ TAKE reliever

Name   puffs/inhalations as needed

### ☐ START other medicine

Name/dose/days/other treatments

### ☐ MAKE appointment to see my doctor TODAY

- If unable to see my doctor, visit a hospital

## OTHER INSTRUCTIONS

Other medicines, treatments, dose, duration, etc



## EMERGENCY is any of these...

- reliever medicine not working at all
- can't speak a full sentence
- extreme difficulty breathing
- feel asthma is out of control
- lips turning blue

Peak flow reading (if used) below

1 **CALL AMBULANCE NOW**  
Dial Triple Zero (000)

2 **START ASTHMA FIRST AID**  
Turn page for Asthma First Aid

If you are using a dual purpose reliever, your doctor will discuss the correct plan for you.

v19 Updated 13 October 2023

# ACTION PLAN FOR Anaphylaxis

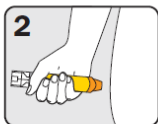
Name: \_\_\_\_\_ Date of birth: DD / MM / YYYY  
Confirmed allergen(s): \_\_\_\_\_  
Family/emergency contact(s):  
1. \_\_\_\_\_ Mobile: \_\_\_\_\_  
2. \_\_\_\_\_ Mobile: \_\_\_\_\_  
Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner) who  
authorises medications to be given, as consented by the parent/guardian, according to this plan.  
Signed: \_\_\_\_\_ Date: DD / MM / YYYY  
Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_  
This plan does not expire but review is recommended by: DD / MM / YYYY

## How to give adrenaline (epinephrine) injectors

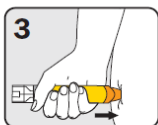
### EpiPen®



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®

EpiPen® is prescribed as follows:  
EpiPen® Jr (150 mcg) for children 7.5-20kg  
EpiPen® (300 mcg) for children over 20kg and adults

### Anapen®



PULL OFF **BLACK** NEEDLE SHIELD



PULL OFF **GREY** SAFETY CAP from red button



PLACE NEEDLE END FIRMLY against outer mid-thigh at 90° angle (with or without clothing)



PRESS **RED** BUTTON so it clicks and hold for 3 seconds. REMOVE Anapen®

Anapen® is prescribed as follows:  
Anapen® 150 Junior for children 7.5-20kg  
Anapen® 300 for children over 20kg and adults  
Anapen® 500 for children and adults over 50kg

## MILD TO MODERATE ALLERGIC REACTIONS

### SIGNS:

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting - **these are signs of anaphylaxis for insect allergy**

Mild to moderate allergic reactions may not always occur before anaphylaxis

### ACTIONS:

- Stay with person, call for help
- Locate adrenaline injector
- **Give antihistamine - see above**
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

## SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

### Watch for ANY ONE of the following signs:

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

## ACTIONS FOR ANAPHYLAXIS

### 1 LAY PERSON FLAT - do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



### 2 GIVE ADRENALINE INJECTOR

- 3 Phone ambulance - 000 (AU) or 111 (NZ)
- 4 Phone family/emergency contact
- 5 Further adrenaline 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 INJECTOR

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

**ALWAYS GIVE ADRENALINE INJECTOR FIRST, and then asthma reliever puffer** if someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

# ACTION PLAN FOR Allergic Reactions

Name: \_\_\_\_\_ Date of birth: DD / MM / YYYY

Confirmed allergen(s): \_\_\_\_\_

Family/emergency contact(s):

1. \_\_\_\_\_ Mobile: \_\_\_\_\_

2. \_\_\_\_\_ Mobile: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_ (doctor or nurse practitioner)

who authorises medications to be given, as consented by the patient or parent/guardian, according to this plan.

Signed: \_\_\_\_\_ Date: DD / MM / YYYY

Antihistamine: \_\_\_\_\_ Dose: \_\_\_\_\_

This plan does not expire but review is recommended by: DD / MM / YYYY

This ASCIA Action Plan for Allergic Reactions is for people who have allergies but do not have a prescribed adrenaline (epinephrine) injector.

## MILD TO MODERATE ALLERGIC REACTIONS

### SIGNS:

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting -  
**these are signs of anaphylaxis for insect allergy**

Mild to moderate allergic reactions may not always occur before anaphylaxis

### ACTIONS:

- Stay with person, call for help
- **Give antihistamine - see above**
- Phone family/emergency contact
- Insect allergy - flick out sting if visible
- Tick allergy - seek medical help or freeze tick and let it drop off

## SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTIONS)

### Watch for ANY ONE of the following signs:

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

## ACTIONS FOR ANAPHYLAXIS

### 1 LAY PERSON FLAT - do NOT allow them to stand or walk

- If unconscious or pregnant, place in recovery position - on left side if pregnant
- If breathing is difficult allow them to sit with legs outstretched
- Hold young children flat, not upright



### 2 GIVE ADRENALINE INJECTOR IF AVAILABLE

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

4 Phone family/emergency contact

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

### IF IN DOUBT GIVE ADRENALINE INJECTOR

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

Adrenaline injector doses are:

- 150 mcg for children 7.5-20kg
  - 300 mcg for children over 20kg and adults
  - 300 mcg or 500 mcg for children and adults over 50kg
- Instructions are on device labels.

**ALWAYS GIVE ADRENALINE INJECTOR FIRST and then asthma reliever puffer** if someone with known asthma and allergy to food, insects or medication (who may have been exposed to the allergen) has **SUDDEN BREATHING DIFFICULTY** (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms.

If adrenaline is accidentally injected, phone your local poisons information centre. Continue to follow this action plan for the person with the allergic reaction.

## Medication Authority Form

**For students requiring medication to be administered at school. This form is not required if a student does not have any medications.** This form should, be signed by the student's medical/health practitioner for all medication to be administered at school but schools may proceed on the signed authority of parents in the absence of a signature from a medical practitioner.

- For students with asthma, [Asthma Action Plan](#)
- For students with anaphylaxis, an [ASCIA Action Plan for Anaphylaxis](#)

Please only complete the sections below that are relevant to the student's health needs. If additional advice is required, please attach it to this form.

### Student Details:

Name of school: \_\_\_\_\_

Name of student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

MedicAlert Number (if relevant): \_\_\_\_\_ Review date for this form: \_\_\_\_\_

### Medication to be administered at school:

Name of Medication	Dosage (amount)	Time/s to be taken	How is it taken? (eg oral/topical)	Dates to be administered	Supervision required
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer
				Start: / / End: / / OR <input type="checkbox"/> Ongoing medication	<input type="checkbox"/> No – student self-managing <input type="checkbox"/> Yes <input type="checkbox"/> remind <input type="checkbox"/> observe <input type="checkbox"/> assist <input type="checkbox"/> administer

### Medication delivered to the school:

Please indicate if there are any specific storage instructions for any medication:

Please ensure that medication delivered to the school:

- ☐ Is in its original package.
- ☐ The pharmacy label matches the information included in this form.

### Supervision required:

Students in early years will generally need supervision of their medication and health care management. In line with their age, stage of development and capabilities, older students can take responsibility for their health care. Self-management should be agreed to by the student, their parents, the school and the student's medical practitioner. Please describe what supervision or assistance is required by the student when taking medication at school (e.g. remind, observe, assist or administer):

### Monitoring effects of medication:

Please note: School staff **do not** monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

### Privacy Statement:

We collect personal and health information to plan for and support the health care needs of our students. Information collected will be used and disclosed in accordance with the Department of Education and Training's privacy policy which applies to all government schools (available at: <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>) and the law.

### Authorisation to administer medication in accordance with this form:

Name of parent/carer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of medical/health practitioner: \_\_\_\_\_

Professional Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Personal Clothing and Equipment

This is the recommended clothing and equipment list for students attending the program. It is also relevant for staff on the program.

## Clothing

- 1 pair of long pants for skiing. (eg tracksuit - NOT jeans)
- 2 pairs of long pants for around school campus
- 1 set of thermals - top & bottom (recommended)
- 2 warm jumpers (wool or polar-fleece)
- 2 long sleeve shirts
- 4 T-shirts
- 5 sets of underwear
- 3 pairs of wool or synthetic socks
- 1 pair of thick long socks
- 1 pair pyjamas
- 1 pair mittens or gloves (if available)
- Sunhat
- Beanie
- Neck warmer or scarf (optional)
- 2 pairs of closed shoes (eg. runners)
- 1 puffy jacket (only if you have one)

## Toiletries

- Soap, toothbrush, toothpaste, hairbrush, roll-on deodorant (don't bring spray deodorant).

## Linen

- Sleeping Bag for sleeping indoors at Bogong
- Pillow & pillow case
- Towel

## Other Items

- Sunglasses
- Sunscreen
- Drink bottle
- Torch (small with new battery)
- Personal medical requirements

If your school has an overnight snow camp into your winter program, then the following are provided.

Individual Student List <i>Supplied by Bogong</i>		Group List for pairs <i>Supplied by Bogong</i>
Backpack	Mug	Tent
Backpack Liner	Plate	Stove
Sleeping Bag	Bowl	Fuel Bottle
Sleeping Bag Liner	Knife, Fork, Spoon	Matches
Sleeping Mat	Water Bottle	Water Bag
Waterproof Jacket	Logbook and pen	Toilet Paper
Waterproof Overpants		Food Bags
Snow Goggles		Food
Waterproof Gloves		Group Shelter
Cross Country Skis		Snow Shovels
Ski Boots		Snow Pegs
Ski Poles		Stove board

Please Note:

- Schools who attend late Term 2 or early Term 4 (possible winter conditions) should make sure to bring extra warm clothing for the program. A day skiing can sometimes be incorporated into a program at these times.
- All personal items and luggage should be clearly marked with the owner's name. The DET does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.
- Try to utilise clothes and other items you have at home rather than buying anything special for the program.
- Students are required to bring a cut lunch for their bus trip to Bogong Campus or have money to buy lunch along the journey.
- Recommended pocket money for students is \$20 for meals on route. There is no facility at Bogong Campus to spend this money.
- Outdoor School Bogong is a Sunsmart School. Students are encouraged wear suitable sunglasses and to apply sunscreen.
- Students are not to bring deodorant sprays as they can set off the emergency fire alarm. Bring a roll-on deodorant instead.



## When you are at Bogong

### Working with Our Teachers

During timetabled activities the Bogong teachers will be responsible for all logistical and practical decision making with respect to the movements and skill development of the group. The visiting teacher's role will be to assist in the management of students and where appropriate team teach with the Bogong staff.

For winter programs, prior skiing experience is essential and requires strenuous physical activity, thus a reasonable level of fitness is expected from visiting teachers.

### Personal Mobile Devices such as Phones or iPods

Students' personal portable devices such as phones, iPods, MP3 players, tablets are to be left at home. To maximise student learning we expect students to disconnect from all mobile devices for their time at Bogong. This allows students to engage with their peers, and the outdoor experience. Any mobile devices that are brought to Bogong, will be collected by Visiting Teachers upon arrival and stored in a secure place. If needing more information you may access a copy of our Personal Mobile ICT Devices Policy from our website via the following link <http://www.outdoorschool.vic.edu.au/policies/3699/>

### Visiting Teacher Survey

On a Thursday evening all visiting teachers are to complete an online survey. This will take about 10 minutes and is valued by our school for further improvement.

### Physical Fitness for the Program

The activities undertaken can be strenuous and it is strongly advised that students and visiting teachers undertake some **fitness training** as part of their preparation for their time at Bogong.

### Student Expectations

Prior to the program commencing it should be made clear to students that Bogong is a school operated by the DET, has a set curriculum and **is not a holiday centre**.

### Accommodation

Students and visiting staff generally stay in our Nelse Lodge (max 14) or House 23 (max 12). Student rooms are furnished with bunk beds and single beds. Bogong will supply a fitted bottom sheet while students are to bring a sleeping bag & pillow. All buildings facilities include modern bathrooms, indoor and outdoor recreation areas, drying rooms and a dining room. Facilities (i.e. wheelchair ramps and specialised bathrooms/toilets) are provided for students with physical disabilities. Refer to the Outdoor School website for more information.

### Catering

Bogong employs a chef and an assistant who provide all meals and specifically cater for the tastes and appetites of teenagers. For catering purposes, the actual numbers of students and staff from each school needs to be confirmed well in advance with any special dietary requirements.

### Telephone Calls

Inward phone calls are received between 8.30am and 4.30pm. Outgoing calls may be made any convenient time by staff or students if needed. Students are discouraged from calling or receiving calls during the program.

Bogong has an answering machine for times when the office is unattended. An after-hours phone number for emergencies is provided on the answering machine. All Bogong teachers have phones for safety during program.

#### Emergency Telephone Numbers

Bogong Campus (Office)	03 5754 1732	Campus Principal - Roger Blackwell	0417 202 578
Principal - Tony Keeble	0417 541 732	DE Emergency Management – 24 hours	03 9589 6266

### Privacy, Student Engagement, Mandatory Reporting & Child Safe Policies

Outdoor School has privacy, student engagement, mandatory reporting and child safe policies. These are available on the school's website at <http://www.outdoorschool.vic.edu.au/policies/3699/>

## Possible Programming

### Winter Learning Activities

Our ski programs are aimed at beginners. Students who can ski well may not find our program suitable for them. All skiing is at Falls Creek, and the students are transported to and from the resort each day.

#### Snowshoeing (1/2-1 day)

Snowshoeing is an ideal way for students to move around without requiring the skills needed for skiing. Students may explore off track amongst the Sub-Alpine forest in a quieter manner or move up and down steeper terrain.

#### Cross Country Skiing (2-3 days)

Cross country skiing enables the skier to ski uphill and yet still allow glide on flat or downhill. Students are instructed in the basics of XC skiing which will enable them to explore different aspects and areas of the alpine environment by way of a ski tour.

#### Ski Touring & Snow Camping (2-3 days)

This is conducted on the Bogong High Plains. Students snowshoe or XC ski in groups of up to 12, accompanied by a Bogong Teacher and Visiting Teacher. Groups may visit a hut or environmentally sensitive sites on route. Students cook for themselves using lightweight stoves. Snow-camping is preceded by a preparation session where students are given information, training, equipment, and food required for a safe experience.

#### Downhill Skiing (1 day)

Students experience area from a different perspective while being introduced to basic downhill skiing skills.

#### Evening Sessions

A selection is made from the following sessions: Parks Victoria Ranger talk; Falls Creek Resort Management talk; Ski gear/skills prep; and key knowledge nights directed towards the study design. There may be a night where the visiting staff will be required take an activity session.

### Daily Outline

Below is a general guide for a typical day at Bogong during winter:

7:00am	Lights on and wake up
7:30am	Morning assembly #1
7:35am	Breakfast Hospitality Team & Student Action Team
8:00am	Breakfast
8:30am	Room clean up
8:55am	Morning assembly #2
9:15am	Depart for Falls Creek (30-45min travel time)
10:00am - 3:50pm	Skiing in the winter Alpine Environment
3:50pm	Depart Falls Creek for Bogong
4:30 - 5:45pm	Free Time
5:30pm	Dinner Hospitality Team
5:45pm	Dinner
7:30 - 9.00pm	Evening activity session
9.00pm	Students into own dorm
9:30pm	Students into own room
9:45pm	Lights out

## Visiting Teacher Duties

During non-activity time visiting teachers (VTs) will be required to supervise students around the campus, particularly in the lodge area. Visiting teachers will be required to complete any of the below duties, while a roster will be provided at the beginning of the week during briefing time with the Program Coordinator.

DUTY	EXPLANATION
Wake Up & Assembly 7:00am	Knock on doors and ensure that students are awake and getting out of bed. You can put on music in the audio room. Unlock all doors. At 7:30am assemble and account for all students.
Morning Weather then all Level Supervision 7:35am	At 7:35am go to breakfast with the hospitality team. Work with 2 hospitality students to collect the weather recordings. Have breakfast with the hospitality team. You must be ready to leave the dining room when the first student finishes their breakfast and leaves the dining room to continue supervision.
Room Check 8:40am	Check rooms off using the tick sheet hanging in the foyer, ensuring fitted sheets are on beds, beds are made, and window is open.
Supervision then Dinner with the Group 4:30-6:30pm	Actively supervise students on all levels. Gather students in the rec room at the nominated time and line them up for dinner.
Evening Weather then all Level Supervision 5:30	At 5:30pm go to dinner with the hospitality team Work with 2 hospitality students to collect the weather recordings. Be one of the first to have your own meal. You must be ready to leave the dining room when the first student finishes their dinner and leaves the dining room.
Supervision 9:00pm until 10:00pm	Actively supervise all levels till 10.00pm. Recommended students in own corridors/rooms at 9:30pm, then in their own rooms by 9:45pm, Lights out at 10:00pm.

The visiting teachers (VTs) are responsible for the supervision of students between 10:00pm and 7:30am the next morning as there are no Bogong staff timetabled on.