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# Parent & Student Booklet – Outdoor School – 15 Mile Creek

An online version of this booklet can be downloaded at [www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au)

### Contact details

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“Educating for sustainable living”

### P-12 Curriculum:

- Knowing Nature.
- Challenge and grow.
- Leadership.
- Exploring our environments.
- Applied Learning Projects.
- Back & Beyond
- VCE Outdoor & Environment Studies

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## General Information

Outdoor School is owned, staffed, and funded by the Department of Education and Training (DET) and provides programs for Years P– 12 students from Government Schools throughout Victoria.

### Centre Location

Outdoor School, 15 Mile Creek (15MC) is located 220kms northeast of Melbourne and is nestled in a scenic rural valley in the foothills of the Great Dividing Range. Closest major centres are Wangaratta 42km & Benalla 32km. The 15MC property consists of 110 hectares of unspoilt bush adjoining state forest.

### Program

The program is highly organised with students under instruction for all adventure activities. The curriculum includes environmental awareness activities, and a selection of outdoor activities such as overnight hikes, canoeing, rafting, ropes course, rock climbing and abseiling, mountain bike riding and other outdoor educational pursuits.

Programs include:

- Site based adventure activity programs, including activities such as: Archery, Aquatics, Bike riding, Bushwalking, Rock-climbing, Initiatives, Orienteering, Flying fox, Bush cooking and Bush hut building as well as other outdoor educational pursuits.
- Offsite extended trips camping in tents, as well as offsite extension activities such as canoeing and river activities on the King River.
- Themed programs around topics such as history & sustainability

15MC is an residential school operated by the Victorian Department of Education and Training (DET) and is not a holiday centre.

### Accommodation

Students and visiting teachers (VT's) are accommodated in the two dormitories. 18 students & two visiting teachers can be accommodated in each dormitory. Dormitories are furnished with bunk beds, mattress, and cover sheet. Students and VTs are required to bring their own sleeping bag and pillow. All buildings are heated and facilities include bathrooms, indoor and outdoor recreation areas, drying rooms and dining room. Facilities (i.e. wheelchair ramps and specialised bathrooms/toilets) are provided to some accommodation for students with physical disabilities. Refer to the home page - Facilities & Equipment ([www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au))

### Catering

Outdoor School employs a cook and assistant who provide all meals and aim to specifically cater for the tastes and appetites of students. All dietary requirements can be catered for – please ensure you accurately complete the dietary information section on your child's medical form. During the program 15MC will provide all food and dietary requirements, students and visiting teachers should not bring any food to 15MC.

### Transport

Visiting schools need to arrange for return coach transport between the school and 15 Mile Creek. Local transport during the program may be either self-drive using Outdoor School vehicles, or by coach.

### Outdoor School, 15 Mile Creek Staff

15MC is staffed and operated by the Department of Education and Training (DET). Currently the staffing profile consists of a Principal, Program Coordinator, seven Teachers, and Office Manager. 15MC also has an Equipment and Buildings Maintenance Manager, Catering Manager and assistant, Grounds Person and a Cleaner. Refer to the Outdoor School home page - Staff Profiles ([www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au)).

### Telephone

Inward phone calls are received between 8.30am and 4.30pm on the office line (03) 5766 6247. After hours there is telephone access in the kitchen on telephone number (03) 5766 6137. Outgoing calls may be made at any convenient time by staff or students if necessary. Students are discouraged from calling home during the program. Students are not permitted to bring mobile phones. If mobile phones are brought they will be confiscated and handed to their visiting teacher at the start of the program and

returned to students when leaving 15 MC.

Outdoor school has an answering machine in operation at times when the office is unattended. An outside of business hours number 03) 5766 6137 can be used between 10pm and 7:30am to contact the teachers from you school. Mobile telephone reception is limited in the area; all 15MC staff have mobile telephones and UHF radios for use during programs.

### Emergency Telephone Numbers

15MC (Office)	03 57666247	Police (Benalla)	03 57621811
15MC (Fax)	03 57666432	Police (Wangaratta)	03 57230888
15 MC AH (Kitchen)	03 57666317	Benalla Hospital	0357602222
Principal – Tony Keeble	0417 541 732	North East Health (Wangaratta Hospital)	03 57220111
15MC Campus Principal – Rhys Evans	0407 628 547	DET Office of Emergency Management – 24 hours	03 9589 6266
15MC Vice Principal – Steve McMurtrie	0439 732 284		

### Sick Students

15MC has a well-equipped sick bay for dealing with day to day first aid needs.

### Fees

Due to differing transport and equipment arrangements cost varies for individual schools. You will be notified by your school of the cost per student as soon as details come to hand.

### Timetable (Appendix A)

Outdoor School is highly organised, with students under instruction most of the day, leaving little free time. 15MC operates as an educational institution (not a holiday camp) and has a curriculum designed to complement that experienced at school.

### Curriculum/Program (Appendix B)

A description of 15MC's Activities including photographs can be viewed on Outdoor School's home page. Likewise details about the types of programs conducted can be viewed on the Programs page of the website ([www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au)).

### Personal Requisites (Appendix C)

Dress during the time at 15MC should be informal and practical. However, be prepared for great variation in temperature, even in summer. The list will give you some idea of the clothing and other essentials that you should bring.

Schools who attend late term 2 or early term 4 (possible winter conditions) should make sure that extra warm clothing is brought to 15MC.

Students will be provided with a waterproof jacket and overpants, day pack and a lunch box for their personal use while at 15MC. On programs where hiking is included, all hiking gear, including sleeping bags will be provided by 15MC.

### Students Code of Conduct (Appendix D)

Students participating in programs are expected to act in a manner conducive to the wellbeing of property, other people and the natural environment. As such they should acquaint themselves with the student code of conduct.

### Consent Form (Appendix G)

This form must be read carefully by both parent/guardian and student and signed by both then returned to the school before a student can attend the program.

### Medical Information (Appendix H)

It is in the best interest of parents or guardians to include as much information as possible regarding a student's current medical status especially any information requiring specific attention or treatment (e.g. allergies, medications being taken etc).

Asthmatic students should ensure that all medications needed for their condition are brought to 15MC.

Asthmatic students should bring an *Asthma Management Plan* with them from their doctor.

Severe asthmatics or students who have been previously hospitalised from asthma should see their doctor before coming for their advice as the weather at 15MC can be damp, and cold at any time. Asthmatics need to complete the Outdoor School Asthma Management Form. This also applies to the Anaphylaxis Management form.

### **Important Parent Information**

The program contains activities which are different from those experienced at school. Qualified and experienced teachers at 15MC are responsible for the organisation, supervision and teaching of activities. Students are under active supervision during activities and all necessary precautions are taken to minimise the possibility of injury. Parents/guardians should understand however, that all the listed activities do carry a risk of physical injury and that accidents can, and do occur. However, Outdoor School has an active and ongoing risk management program, the objective of which is to provide a safe and effective environment for students and staff. Parents/guardians are always very welcome to contact the Principal on (03) 5754 1732, or Campus Principal on (03) 57666247, should any further information be required.

Please note the following:

- Smoking, alcohol and non prescribed drugs are strictly prohibited.
- Students are not permitted to bring mobile phones.
- As a health precaution students are advised not to bring aerosol propellant cans e.g. deodorant sprays.
- Students may be withdrawn from 15MC under certain circumstances.
- Some of the activities are of an endurance nature and some require strength and agility.
- Activities may be conducted in remote and rugged locations and in environments subject to severe weather and other natural hazards. In the event of injury or illness, access to communications or emergency services may be limited or not available for significant periods of time. This may result in delays in injured or sick group members accessing more definitive care.

The following Forms must be filled in, signed and returned to the school.

- Parent Consent Form including the students undertaking (Appendix G – page 11)
- Confidential Medical Information Form (Appendix H – page 12)
- Asthma Management Form – if necessary (page 14)
- Allergic Reactions– if necessary (page 15)
- Anaphylaxis Management Form – if necessary (page 16/17)

## Sample Timetable — 15MC Grade 3&4

A general guide for a typical day at 15 Mile Creek with approximate times.

<b>7:00am</b>	Lights on
<b>7:45am</b>	Breakfast
<b>8:20am</b>	Dormitory/room clean up
<b>8:50am</b>	Morning assembly
<b>9:00 – 12:15pm</b>	Morning activity sessions
<b>12:30pm</b>	Lunch
<b>1:30pm</b>	Afternoon assembly
<b>1:45pm – 4:30pm</b>	Afternoon activity sessions
<b>4:30pm – 5:30pm</b>	Showers/Dinner preparation
<b>6:00pm</b>	Dinner
<b>7:00pm</b>	Evening assembly
<b>7:15 – 8:30pm</b>	Evening activity session

The visiting teachers (VTs) are responsible for the supervision of students between lights out (10:00 pm) and 7:00 am the next morning.  
Times vary depending on age groups and programs.

## Curriculum/Program

Outdoor School has a wide variety of outdoor activities to support its programs all year round. Below is a brief description of each activity that is offered. If you wish to view students participating in activities please refer to the Outdoor School home page - Activities.

### **ABSEILING AND ROCK CLIMBING**

Suitable for middle primary aged students through to adults, these activities are conducted under qualified instruction by 15MC teachers. We have a purpose built 7 metre tower on site for these activities.

### **ARCHERY**

The archery area is located within the 15MC fenced in grounds. Targets are set up permanently and we have up to four students at one time shooting. Grade 2 and older can complete this activity.

### **ART**

Many natural resources surround the 15MC to inspire Art activities e.g.: weaving using grasses, leaves and sticks around the school site, natural clay, collage work, using chalk to colour in the Koorie pictures in front of the Dining-room. BYO art gear and/or see our staff for ideas.

### **BIKE RIDING**

Our bike riding tracks are all within our property and vary in degrees of difficulty. Bike Ed trained teachers conduct bike riding lessons for all age groups (BMX bikes for primary students, mountain bikes for secondary students)

### **BUSH WALKING**

There are a variety of walks available at 15MC to cater for all abilities. Bushwalks range from short walks within our the 15MC site to extended walks beyond the 15MC site boundaries, including overnight trips. We have a network of easy to navigate four wheel drive and walking tracks within the 15MC property as well as wilderness walks requiring map reading skills.

Examples of walks include:

**Kelly's Cave – Half Day, Sugarloaf – Full Day, Hume & Hovell – Half day**

Ask 15MC staff for further information and ideas on any walks.

### **BUSH COOKING**

We have two designated bush cooking areas.

The first area is the fire pit within the main school site and is a good area for a night campfire/sing-a-long as well as cooking. The second area is in the bush just to the south of the main 15MC site. This area is undercover, so cooking can still be comfortably undertaken in wet weather.

### **BUSH SHELTERS (CUBBY BUILDING)**

This activity is taken in the bush area outside the main 15MC site. Students can use fallen Stringybark trees and the bark from them to construct shelters. There are usually completed cubbies in the area, and groups are encouraged to break up these old cubbies and use the timber to make their own. It is fun to see if the constructions are waterproof by “raining” on them, using a watering can.

### **CANOEING/KAYAKING/PADDLING**

Canoeing is taken on our purpose-built dam, a 5 minute walk from the main 15MC site. Extended canoe tours are also conducted offsite at Lake William Hovell. River trips (rafting & tubing) are also conducted on the King River.

## ENVIRONMENTAL STUDIES

The mud brick Environmental Studies Centre provides the impetus for many Environmental Studies sessions. Ponding can be taken at our wetlands and our school property is home to a wide variety of birds. We have a range of Environmental Studies gear, including binoculars, ponding nets, magnifying glasses, a spotlight, etc.

## EXTREME WEATHER ACTIVITIES

In the event of extreme weather, we have a number of activities available. These include: games in the Recreation shed (Basketball, Table-tennis, Bocce, Initiative games), Board games in the mud brick room, Bush Art, Drama activities, Bush first aid, Bush music and group games such as "15 Mile Creek trivia" or a tabloid sports. All the gear for these activities is stored at 15MC. In hot conditions, an afternoon may be well spent undertaking activities in the cool waters of the 15 Mile Creek.

## FISHING

Our dam is stocked with good sized rainbow trout. We can supply rods and tackle for you to use. You may like to bring your own bait (worms work well) or incorporate finding bait to use as part of the activity. Any fish caught can be cleaned and cooked – if you don't plan on eating your catch, please return it to the dam for the next fisherman.

## FLYING FOX

Our flying fox consists of two 60 metre zip lines beginning on a cliff top, and flying over a creek. Thrilling for all ages, this is one of our most popular activities.

## INITIATIVES/TEAM GAMES

The team games area is suitable for middle primary aged students, through to adults. A number of tasks have to be solved by each group, working cooperatively together. This is a great activity for getting people to work together, accepting each other's strengths and weaknesses.

## ORIENTEERING

We have a number of Orienteering Courses set up around the 15MC site, varying from easy 15 minute courses, to harder hour-long courses.

The Courses include:

Indoor Orienteering	In dining room White/green tags	Grades $\geq 3$ 30 mins (approx)
Course A	Within 15MC grounds Blue/white	Grades $\geq 2$ 15 mins (approx)
Course B	Within 15MC grounds Red/white	Grades $\geq 2$ 15 mins (approx)
Course C	Bush surrounding 15MC (Can use compasses) Yellow/white	Grades $\geq 4$ 45 mins (approx)
Bush Course	Deeper into 15MC property (Can use compasses) (orange/white markers)	Grades $\geq 5$ 3 hours (approx)
Photo trail	Introduction to Orienteering Within 15MC grounds Various photos	Grades Prep-6 20-30 mins

## **PHOTOGRAPHY: NATURE PHOTOGRAPHY**

We have a set of digital cameras at the 15MC for students to record their impressions of the bush, through the eye of a camera. Photos can be burnt onto a disk and taken back to school for follow-up work.

## **RAFT MAKING**

This activity is recommended for Grade 3 children and older, as the participants need to be competent swimmers. It is undertaken at the lake. Raft making involves a group working together as a team to create a raft suitable for up to 4 people to ride on at any one time. We have all the materials necessary to make the craft, at the site.

## **ROPES COURSE**

The elements that make up this course range from easier activities that Preps can handle, through to difficult elements that challenge adults. The ropes are to be treated with respect - they are not a place for reckless play.

## **TENTS (BUSH CAMPING EXPERIENCE)**

We have an overnight bush camping area close to the main 15MC site suitable for young students to experience camping in tents in a bush setting. This area is a 5 minute walk from the main 15MC site, and has an open hut, camp fire area and a pit toilet nearby. Vehicle access to the camping area is easily available. Extended overnight trips can be organised – usually for older students.

## **YABBYING**

Our wetlands are home to yabbies of all sizes and can be fished for in summer. Students try to catch the yabbies with a piece of meat on the end of a string. We have catching nets, buckets, etc.

## **EVENING SESSIONS**

A selection is made from the following sessions: indoor games, bushdancing, outdoor games, video's, night walk, tabloid sports, quiet games, environmental studies talk and a social evening (disco) on the last night. Specific programs are also planned to link with learning throughout the program.

**Examples of different program timetables can be found on the  
Outdoor School website at [www.outdoorschool.vic.edu.au](http://www.outdoorschool.vic.edu.au)  
(Click on programs)**

## Personal Requisites

### 1. Clothing

- 2 or 3 pair of long pants (tracksuit, jeans)
- 1 or 2 windcheaters
- 1 or 2 pair shorts
- 1 pair bathers
- Handkerchiefs
- 1 pair mittens or gloves
- Sun hat
- Beanie
- 2 pair trackshoes/runners (1 x **old\*** & 1 x new) (\*essential for canoeing)
- 2 or 3 long sleeve warm shirts or thermal tops
- 1 woollen or 'polar-fleece' jumper (at least)
- 2 or three T –shirts
- 4 complete changes of underwear
- 4 pair of socks (thick)
- 1 pair pyjamas
- 1 warm parka or jacket

### 2. Linen/bedding

- 1 Sleeping bag
- 1 pillow
- 2 towels

### 3. Other items

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

### 4. Toiletries

- Soap, toothbrush, toothpaste, comb, hairbrush, face washer

### 5. Optional Items

- Camera, cards, games, thongs, insect repellent.

### Note

- Schools who attend late term 2 or early term 4 (possible winter conditions) should make sure that extra warm clothing is brought to 15MC .
- All personal items should be clearly marked with the owner's name.
- All luggage should be clearly labelled. Try to utilise clothes and other items you have at home rather than buying anything special for the program.
- 15 MC will supply all food requirements. Do not send or bring food.
- Money may be required to purchase food en route (see your school for info). There is no facility at 15MC to spend money.
- Outdoor School is a SunSmart School. Students are encouraged to wear a hat and clothing with long sleeves and collars that are made from closely woven fibre, to wear suitable sunglasses and to apply at least SPF15 broad spectrum water-resistant sunscreen.
- Waterproof jackets and overpants, lunch box and day-packs are provided for students and visiting staff. All specialist equipment is also provided.
- Mobile phones: Students are not permitted to bring mobile phones to 15MC. If mobile phones are brought they will be confiscated and handed to their visiting teacher at the start of the camp and returned on departure.
- As a health precaution students are advised not to bring aerosol propellant cans e.g. deodorant sprays.

## Appendix C (continued)

If your school has incorporated an overnight bushwalk into your program then the items on the Personal Student List below need to be brought to 15MC.

<b>Bushwalking &amp; Camping Clothing &amp; Equipment List</b>		
<b>Personal Student List</b> <i>Supplied by Students</i>	<b>Individual Student List</b> <i>Supplied by Outdoor School</i>	<b>Group List for pairs</b> <i>Supplied by Outdoor School</i>
<ul style="list-style-type: none"> <li>• Thermal Underwear               <ul style="list-style-type: none"> <li>- long johns</li> <li>- top</li> </ul> </li> <li>• Warm Jumper x 2 (Polartec or Woollen)</li> <li>• Long Sleeved Shirt (not cotton)</li> <li>• long pants</li> <li>• Tracksuit Pants – 1 pair (To sleep in) (Synthetic type OK)</li> <li>• Gloves</li> <li>• Socks – 3 pair (Woollen/Synthetic mix)</li> <li>• Underwear</li> <li>• Beanie</li> <li>• Peaked Cap/Sunhat</li> <li>• Sunglasses</li> <li>• Sunscreen &amp; Lip Balm</li>   <li>• Plastic bags x 4 (30cm x 30cm)</li> <li>• Waterbottle</li> <li>• Small Torch - spare batteries</li>   <li>• Personal Medication</li> <li>• Camera</li> </ul>	<ul style="list-style-type: none"> <li>• Rucksack</li> <li>• Rucksack Liner</li> <li>• Sleeping Bag</li> <li>• Sleeping Bag Liner</li> <li>• Thermarest Mat (for sleeping)</li> <li>• Waterproof Jacket</li> <li>• Waterproof Overplants</li> <li>• Mug</li> <li>• Plate</li> <li>• Bowl</li> <li>• Knife, Fork, Spoon</li> </ul>	<ul style="list-style-type: none"> <li>• Tent &amp; Fly</li> <li>• Pegs</li> <li>• Stove</li> <li>• Fuel Bottle</li> <li>• Waterproof Matches</li> <li>• Water Bag</li> <li>• Toilet Paper</li> <li>• Food Bags</li> <li>• Food supplies</li> </ul>

### Staff Leader's Equipment List

- First Aid Kit
- Foam Mat
- Mobile Phone/Radio
- Map & Compass

## Students' Code of Conduct

### Guiding Principles

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

<b>Rights</b>	<b>Responsibilities &amp; Expectations</b>
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 15MC.
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.
15MC expects support from all students, parents, and staff in implementing this Code of Conduct.	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 of participating schools should support 15 MC in implementing the Code of Conduct.

### Specific Rules at Outdoor School - 15MC

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

- Bringing of cigarettes, alcohol, non-prescribed drugs, offensive weapons, and pornographic material to the Centre;
- Using language which is offensive, sexist or racist;
- Fighting, bullying (physical, verbal, indirect or cyber) or any other forms of aggressive behaviour;
- Being in the dormitories of the opposite sex;
- Being in another student's room without permission;
- Leaving Outdoor School boundaries without permission;
- Behaving in a manner which is potentially dangerous to self and others;
- 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;
- Students bringing mobile phones to 15MC. If mobile phones are brought, they will be confiscated and handed to their visiting teacher at the start of the program and returned on departure.
- Students bringing aerosol propellant cans e.g. deodorant sprays.

### Implementation Process

Outdoor School has developed levels of appropriate responses and sanctions. Any breach of the Code of Conduct will initiate a disciplinary action. The staff will decide the appropriate level of action.

**Outdoor School  
Parent Consent Form — Valid 2018**

**Student's Full Name:** \_\_\_\_\_

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

I agree to my child using the internet and computer network at Outdoor School in accordance with the same internet student user's agreement that applies at their current school.	Yes	No
I also consent to my child being photographed and/or visual images of my child being taken whilst at Outdoor School by the DET 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.	Yes	No
Is this the first time your child has been away from home?	Yes	No
I authorise the teacher in charge to administer paracetamol as per Outdoor School protocol.	Yes	No

I agree to my child's attendance at the Outdoor School and to his/her taking part in any excursion or activities arranged for students in connection with the school program. I have read the **Parent & Student Booklet** and 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 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 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 being unable to accompany the rest of the group home due to ill health or accident I will make the necessary arrangements in liaison with the School Principal for his/her return.

Should my son/daughter violate the rules of the school to the extent that the teacher in charge in consultation with the Principal of Outdoor School considers that he/she 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's Students Code of Conduct and I hereby undertake that while travelling to and from the Outdoor 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 and Training (DET) 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 department 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**  
**Medical Information Form — Valid 2018**  
 For Students & Visiting Teacher (VT) to fill in

This information is intended to assist Outdoor School in case of any medical emergency with your child or a VT. All information is held in confidence.

**School:** \_\_\_\_\_ **Year Level** \_\_\_\_\_

**Full Name :** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Male/Female**

*Parent details are required if Medicare is used.*

**Parent/Guardian/Contact Person's Full Name:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_

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

**Home email Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

**Name & Address of Family Doctor:** \_\_\_\_\_

**Medicare No:** \_\_\_\_\_ **Valid to:** \_\_\_\_/\_\_\_\_ **Child's Number (eg. 2, 3, 4):** \_\_\_\_\_

**Medical/Hospital Insurance Fund:** \_\_\_\_\_ **Member No:** \_\_\_\_\_

**Ambulance Subscriber: Yes — No** If yes, member number: \_\_\_\_\_

Tick	Item	Details
	Diabetes	
	Dietary Requirements	
	Dizzy Spells/Blackouts	
	Fits Of Any Type	
	Hay Fever	
	Heart Condition	
	Migraines	
	Physical Difficulties	
	Previous Injuries	
	Sleepwalking	
	Travel Sickness	
	Bedwetting	
	Other	

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

<input type="checkbox"/>	Anaphylaxis	If ticked you <b>MUST</b> attach the appropriate completed Anaphylaxis Action Plan.
<i>Responsible person is:</i>		<i>Please state below who will be responsible for carrying the EpiPen/Anapen?</i>

<input type="checkbox"/>	Allergies	If ticked you <b>MUST</b> complete and attach the Allergic Reactions Action Plan.
<input type="checkbox"/>	Asthma	If ticked you <b>MUST</b> complete and attach the Asthma Action Plan.

**Year of Last Tetanus Immunisation:** \_\_\_\_\_ (Note: Tetanus immunisation is normally given at 5 years of age — as Triple Antigen or CDT and at 15 years of age — as ADT.)

**Medication – Is your child presently taking tablets and or medicine? YES / NO** (If yes please detail below.)

Condition	Medication	Dosage	When given & instructions.

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

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

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

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

DET requires this consent to be signed for all students and teachers attending school excursions.

# Asthma care plan for education and care services

Photo of child (optional)

**CONFIDENTIAL:** Staff are trained in asthma first aid (see overleaf) and can provide routine asthma medication as authorised in this care plan by the treating doctor. Please advise staff in writing of any changes to this plan.

To be completed by the treating doctor and parent/guardian, for supervising staff and emergency medical personnel.

**PLEASE PRINT CLEARLY**

Date of approval: July 2014  
Approved by: CEO Asthma Australia  
Date of review: July 2016

AA Care Plan for E&C Care-Serv 0714  
July 16, 2014 9:14 PM

Child's name

Date of birth

## Managing an asthma attack

Staff are trained in asthma first aid (see overleaf). Please write down anything different this child might need if they have an asthma attack:

## Daily asthma management

*This child's usual asthma signs*

- Cough
- Wheeze
- Difficulty breathing
- Other (please describe)

*Frequency and severity*

- Daily/most days
- Frequently (more than 5 x per year)
- Occasionally (less than 5 x per year)
- Other (please describe)

*Known triggers for this child's asthma (eg exercise\*, colds/flu, smoke) — please detail:*

- Does this child usually tell an adult if s/he is having trouble breathing?  Yes  No
- Does this child need help to take asthma medication?  Yes  No
- Does this child use a mask with a spacer?  Yes  No
- \*Does this child need a blue reliever puffer medication before exercise?  Yes  No

## Medication plan

If this child needs asthma medication, please detail below and make sure the medication and spacer/mask are supplied to staff.

Name of medication and colour	Dose/number of puffs	Time required

### Doctor

Name of doctor

Address

Phone

Signature

Date

### Parent/Guardian

I have read, understood and agreed with this care plan and any attachments listed. I approve the release of this information to staff and emergency medical personnel. I will notify the staff in writing if there are any changes to these instructions. I understand staff will seek emergency medical help as needed and that I am responsible for payment of any emergency medical costs.

Signature

Date

Name

### Emergency contact information

Contact name

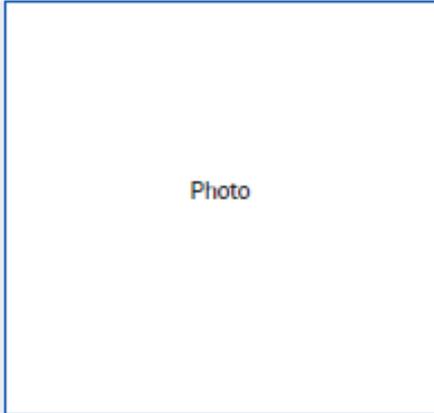
Phone

Mobile

Email

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

Date of birth: \_\_\_\_\_



Confirmed allergens:  
\_\_\_\_\_  
\_\_\_\_\_

Asthma Yes  No

Family/emergency contact name(s):  
\_\_\_\_\_  
\_\_\_\_\_

Work Ph: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Plan prepared by:

Dr: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Note: The ASCIA Action Plan for Allergic Reactions is for people with mild to moderate allergies, who need to avoid certain allergens.

For people with severe allergies (and at risk of anaphylaxis) there are ASCIA Action Plans for Anaphylaxis, which include adrenaline autoinjector instructions.

Instructions are also on the device label and at:  
[www.allergy.org.au/anaphylaxis](http://www.allergy.org.au/anaphylaxis)

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.

## MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

### ACTION

- **For insect allergy, flick out sting if visible. Do not remove ticks.**
- Stay with person and call for help
- Give medications (if prescribed) \_\_\_\_\_  
Dose: \_\_\_\_\_
- Phone family/emergency contact

**Mild to moderate allergic reactions may or may not precede anaphylaxis**

Watch for any one of the following signs of anaphylaxis

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

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

### ACTION

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.**
- 2 Give adrenaline autoinjector if available.**
- 3 Phone ambulance\* 000 (AU), 111 (NZ), 112 (mobile)**
- 4 Phone family/emergency contact**

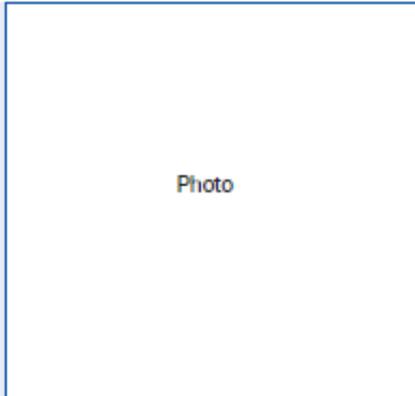
Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

\* Medical observation in hospital for at least 4 hours is recommended after anaphylaxis

Additional information

For use with EpiPen® Adrenaline Autoinjectors

Name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_



Confirmed allergens:  
\_\_\_\_\_  
\_\_\_\_\_

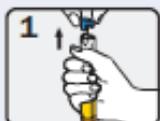
Asthma Yes  No

Family/emergency contact name(s):  
\_\_\_\_\_  
\_\_\_\_\_

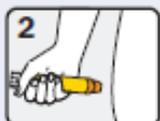
Work Ph: \_\_\_\_\_  
Home Ph: \_\_\_\_\_  
Mobile Ph: \_\_\_\_\_

Plan prepared by:  
Dr: \_\_\_\_\_  
Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

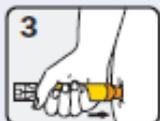
### How to give EpiPen®



Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE.



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 10 seconds.  
REMOVE EpiPen®. Massage injection site for 10 seconds.

Instructions are also on the device label and at:  
[www.allergy.org.au/anaphylaxis](http://www.allergy.org.au/anaphylaxis)

## MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

### ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate EpiPen® or EpiPen® Jr
- Give other medications (if prescribed) \_\_\_\_\_  
Dose: \_\_\_\_\_
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

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

### ACTION

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
- 2 Give EpiPen® or EpiPen® Jr
- 3 Phone ambulance\* 000 (AU), 111 (NZ), 112 (mobile)
- 4 Phone family/emergency contact
- 5 Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

### If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

EpiPen® is generally prescribed for adults and children over 5 years.

EpiPen® Jr is generally prescribed for children aged 1-5 years.

\*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

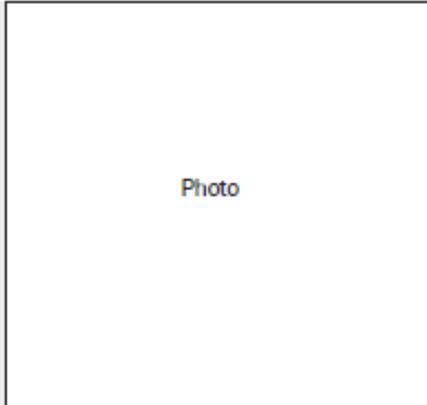
Additional information \_\_\_\_\_

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.

For use with Anapen® Adrenaline Autoinjectors

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

Date of birth: \_\_\_\_\_



Photo

Confirmed allergens: \_\_\_\_\_

Asthma Yes  No

Family/emergency contact name(s): \_\_\_\_\_

Work Ph: \_\_\_\_\_

Home Ph: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Plan prepared by: \_\_\_\_\_

Dr: \_\_\_\_\_

Signed: \_\_\_\_\_

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

## How to give 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 10 seconds. REMOVE Anapen® and DO NOT touch needle. Massage injection site for 10 seconds.

Instructions are also on the device label and at: [www.allergy.org.au/anaphylaxis](http://www.allergy.org.au/anaphylaxis)

## MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

## ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks.
- Stay with person and call for help
- Locate Anapen® 300 or Anapen® 150
- Give other medications (if prescribed) \_\_\_\_\_  
Dose: \_\_\_\_\_
- Phone family/emergency contact

Mild to moderate allergic reactions may or may not precede anaphylaxis

Watch for any one of the following signs of anaphylaxis

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

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

## ACTION

- 1 Lay person flat. Do not allow them to stand or walk. If breathing is difficult allow them to sit.
- 2 Give Anapen® 300 or Anapen® 150
- 3 Phone ambulance\* 000 (AU), 111 (NZ), 112 (mobile)
- 4 Phone family/emergency contact
- 5 Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally. If uncertain whether it is asthma or anaphylaxis, give adrenaline autoinjector FIRST, then asthma reliever.

Anapen® 300 is generally prescribed for adults and children over 5 years.

Anapen® 150 is generally prescribed for children aged 1-5 years.

\*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information \_\_\_\_\_

Note: This is a medical document that can only be completed and signed by the patient's treating medical doctor and cannot be altered without their permission.