



Bogong Outdoor Education Centre

“Alpine Experiences for Sustainable Futures”

Parent & Student - Summer Booklet

An online version of this booklet can be downloaded at www.boec.vic.edu.au

Contact details

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“Empowering all students to develop values, attitudes, beliefs and behaviours that will lead to sustainable living”

Student Aims:

- Develop connections with the Alpine environment and its relationship to their home community.
- Learn to live more sustainably.
- Extend themselves in mind and body.
- Develop confidence, independence and ability to be adaptive in shaping their own futures.
- Develop the social skills and knowledge to successfully work and learn in teams.

We believe that each child will succeed through:



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General Information

Bogong Outdoor Education Centre is owned, staffed, and funded by the Victorian Department of Education (DoE) and provides programs for Years 7– 12 students from Government Schools throughout Victoria.

Centre Location

The Centre is situated in Bogong Village, North-East Victoria. This is located 16 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. BOEC is 380 km from Melbourne and takes around 6 hours to get there by bus.

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.

As some of the activities are of an endurance nature and some require strength and agility, *it is strongly advised that students undertake a planned comprehensive fitness program* as part of their preparation for their camp.

BOEC is an outdoor education centre operated by the Victorian Department of Education (DoE) and is not a holiday centre.

Accommodation

Students and visiting teachers (VT's) are accommodated in the two-story dormitory block. Twenty-eight students (two per room) and two visiting teachers - VTs (a single room each) can be accommodated on each floor. Each student's room is furnished with two single beds, mattress, doonas, and pillows plus one wardrobe. All buildings are heated and facilities include modern bathrooms, indoor and outdoor recreation areas, drying rooms and a comfortable dining room. Facilities (i.e. wheelchair ramps and specialised bathrooms/toilets) are provided for students with physical disabilities. Refer to the BOEC home page - Facilities & Equipment (www.boec.vic.edu.au).

Catering

The Centre employ's a cook and assistant who provide all meals and specifically cater for the tastes and appetites of teenagers.

Transport

For the majority of schools, the Centre will arrange for return coach transport between the school and Bogong. Local transport during the program may be either self-drive using BOEC vehicles, or by coach.

BOEC Staff

The Centre is staffed and operated by the Victorian Department of Education (DoE). Currently the staffing profile consists of a Principal, Assistant Principal, seven Teachers, Business Manager and Office Manager. The Centre also has a Grounds and Buildings Maintenance Manager, Catering Manager and assistant plus a Cleaning Contractor. Refer to the BOEC home page - Staff Profiles (www.boec.vic.edu.au).

Telephone

Inward phone calls are received between 8.30am and 4.30pm. 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 camp and returned when home. The Centre has an answering machine in operation at times when the office is unattended. An after hours number for emergencies only is provided on the answering machine. Mobile telephone reception through Telstra is excellent at Bogong; all BOEC staff have mobile telephones for use during programs.

Emergency Telephone Numbers

BOEC (Office)	03 5754 1732	Medical Centre (Mount Beauty)	03 5754 3400
BOEC (Fax)	03 5754 1735	Medical Centre (Falls Creek)	03 5758 3238
Principal – Steve McMurtrie	0439 732 284	Hospital (Mount Beauty)	03 5754 3500
Police (Mount Beauty)	03 5754 4244	DEECD Office of Emergency Management – 24 hours	03 9589 6266
Police (Falls Creek)	03 5758 3424		

Sick Students

BOEC has a well equipped sick bay for dealing with day to day first aid needs.

Reports

A written report by BOEC staff is issued to each student at the conclusion of the camp.

Fees

Due to differing transport 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)

The centre is highly organised, with students under instruction most of the day, leaving little free time. The Centre 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 the Centre's Activities including photographs can be viewed on the Centre's home page. Likewise details about the types of programs conducted can be viewed on the Programs page of the website (www.boec.vic.edu.au).

Personal Requisites (Appendix C)

Dress during the time at BOEC should be informal and practical. However, be prepared for great variation in temperature, even in summer (Bogong Village is at 700m above sea level) 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 camp. A days skiing can sometimes be incorporated into a summer program at these times. Check with the Centre.

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

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 E)

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 camp.

Medical Information (Appendix F)

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 camp.

Moderate 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 Bogong can be very damp, and cold at any time.

Asthmatics need to complete the BOEC Asthma Management Form (Appendix G). This also applies to the Anaphylaxis Management form (Appendix H)

Important Parent Information

The program contains activities which are different from those experienced at school. Qualified and experienced teachers at BOEC 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, BOEC has an active and ongoing risk management program whose objective 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 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 the Centre under certain circumstances.
- Some of the activities are of an endurance nature and some require strength and agility. It is strongly advised that students undertake a planned comprehensive fitness program as part of their preparation for Bogong.
- Many of the activities are 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 E – page 11)
- Confidential Medical Information Form (Appendix F – page 12)
- Asthma Management Form – if necessary (Appendix G – page 13)
- Anaphylaxis Management Form – if necessary (Appendix H – page 14)

Sample Timetable — Summer Program: Years 9/10

A general guide for a typical day at Bogong

7:00am	Lights on
7:30am	Morning assembly #1
7:30am	Hospitality Team and Activity
7:45am	Weather recording
8:00am	Breakfast
8:35am	Dormitory/room clean up
8:55am	Morning assembly #2
9:00 – 12:00 noon	Morning activity session
12:40pm	Lunch Hospitality Team
1:00pm	Lunch
1:30pm	Afternoon assembly
1:30 – 4:30pm	Afternoon activity session
5:20pm	Dinner Hospitality Team
5:40pm	Weather recording
6:00pm	Dinner
7:15pm	Evening assembly
7:30 – 9:00pm	Evening activity session
9:00pm – 9:30pm	Free time
9:30pm	Students into own dormitory
9:45pm	Students into own room
10:00pm	Lights out

The visiting teachers (VT's) are responsible for the supervision of students between lights out (10:00 pm) and 7:00 am the next morning.

There are BOEC staff who reside on site.

Curriculum/Program

BOEC has a wide variety of outdoor activities to support its programs in both summer and winter. Below is a brief description of each activity that is offered. If you wish to view students participating in activities please refer to the BOEC home page - Activities.

Rockclimbing & Abseiling Introduction

A general introduction to the techniques and skills of rockclimbing and abseiling conducted on a number of artificial rock walls in and around the Centre area. Students may be involved in belaying other students under active supervision and after training and assessment by staff.

Rockclimbing & Abseiling extension

Students are taken to a site on the Bogong High Plains where they have the opportunity to extend the climbing and abseiling they have done at the Centre. This is normally done as a half day activity combined with a half day of mountain biking.

Orienteering

The Centre has developed a simple method of introducing students to Orienteering (navigation using a map and compass). Students progress from a simple course around the Centre area to a more complex and challenging set of courses in the forest area around Bogong Village. Note that due to the nature of the activity, there are times when the student is not directly supervised by a teacher.

Rogaining

Rogaining is similar to orienteering. Students team up for this four to five hour challenge to test themselves within a defined area on the Bogong High Plains. Students are briefed on safety and lost procedures, and carry radios monitored by staff. A great activity for allowing students to take on leadership, initiative and responsibility in the alpine setting. Note that due to the nature of the activity, there are times when the student is not directly supervised by a teacher.

Canoeing

Canoeing is conducted on Lake Guy, which adjoins the Centre. The students are introduced to the basic methods of flat water canoeing to enable them to explore the lake environs.

White Water Rafting

This activity involves students paddling inflatable craft on white water rapids, on rivers up to a grade 3 (moderate) standard. Students may be in a boat with an adult guide, or in a 'self guided' boat, supervised by guides in support craft, depending on river conditions and educational goals. Rivers accessed include the Mitta Mitta, Kiewa and Snowy rivers, and some sections of these rivers are remote and difficult to access via vehicle or on foot.

Rock Hopping

Rock hopping involves students following a river bed up stream by moving from rock to rock, or wading and walking along the river bank. It is done at Bogong in the Rocky Valley stream of the Kiewa river, which is not a 'canyon', and has ready access to areas above the normal flood line over the length of the activity.

High Ropes Course

BOEC has a well developed and challenging High Ropes Course constructed in a forest setting adjacent to the Centre. A new course was constructed after the 2003 bushfires and comprises 12 activities 10 of which can be completed without coming to ground and the other two i.e. the leap of faith and flying possum being stand along activities.

Mountain Bike Riding

Mountain Bike touring is conducted either on the Bogong High Plains using existing trails or on the network of trails and roads around Bogong and Mt Beauty. It provides the opportunity for students to enjoy the spectacular scenery and environment of the high country. Instruction, practice session and bike check is conducted prior to the tour.

Pioneering

Pioneering is an initiative activity session where students are taught a number of knots and lashings that allow their group to solve the problem of crossing a low creek by constructing a simple bridge.

Initiative Activities

Activities to develop initiative, trust, co-operation, group participation and self confidence. These are usually done at the start of the week

Environmental Studies (comprises two sessions: Bogong After Dark & Bogong's Backyard)

These sessions look at the ecology of the area and incorporate classroom presentations and student practical work on the land use issues, history, flora, fauna, climate, water and geology associated with the Alpine environment. A blindfolded 'sense trail' in the bush is also used to introduce environmental concepts.

Two-day Overnight Hikes

Hikes are normally conducted on the Bogong High Plains. Students hike in groups of 12, accompanied by one BOEC staff member and one visiting teacher. Walks can visit a number of historic cattlemen's huts and environmentally sensitive sites en route. Students often cook for themselves using lightweight stoves under supervision. Hikes are preceded by a hike preparation session. In this session the students discuss the hike and are given information, training, equipment and food required for a safe and enjoyable experience.

Cross Country Skiing (winter-mainly term 3)

Students are instructed in the basics of cross country skiing which will enable them to use these skills to explore different aspects and areas of the alpine environment. The VCE extension to this activity is a two day ski tour with one overnight snow campout. Note: In late term 2 and early term 4 sometimes a days skiing is possible.

Downhill Skiing (winter-mainly term 3)

Basic downhill skiing skills are introduced to the students who then have the opportunity to expand on these and explore the ski trails areas at Falls Creek ski resort.

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.

**Examples of different program timetables can be found on the
Centre's website at www.boec.vic.edu.au
(click on programs)**

Personal Requisites

(Summer, Autumn & Spring Programs)

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

- 2 sheets-1 fitted & 1flat(doona/blankets/pillow provided)
- 1 pillow slip
- 2 towels
- 1 face washer

Note: Sleeping bags are not allowed

3. Other items

- Soap powder & pegs (for personal laundry)
- Sunglasses & Sunscreen
- Drink bottle
- Torch (small with new battery)
- Personal medical requirements

4. Toiletries

- Soap, toothbrush, toothpaste, comb, hairbrush.

5. Optional Items

- Camera, personal music players only please (please see below), cards, games, thongs, insect repellent. The Centre has an excellent tape/CD audio system.

Note

- Schools who attend late term 2 or early term 4 (possible winter conditions) should make sure that extra warm clothing is brought to camp. A day skiing can sometimes be incorporated into a summer program at these times. Check with the Centre.
- 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 camp.
- Students and visiting staff are required to bring a cut lunch for their bus trip to Bogong or have money to buy lunch along the journey.
- Recommended pocket money for students is \$20 for meals en route. There is no facility at Bogong to spend this money.
- If personal music players (iPods etc) are brought to camp these must remain in the students room. No responsibility will be taken for any loss.
- BOEC 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 camp. 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 camps program then the items on the Personal Student List below need to be brought to camp. Note: It can snow at anytime of the year in the Alpine National Park.

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

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 the Centre, and to and from the Centre.
- 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.

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 Centre.
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.
The Centre 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 the Centre in implementing the Code of Conduct.

Specific Rules at the Centre

To respect the rights and expectations of all individuals at the Centre 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 BOEC boundaries without permission;
- Behaving in a manner which is potentially dangerous to self and others;
- Behaving in a manner which dam's or vandalises the property of others or the environment;
- Climbing of trees, buildings or other structures without teacher supervision;
- Students bringing mobile phones to camp. 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.
- Students bringing aerosol propellant cans e.g. deodorant sprays.

Implementation Process

The Centre 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.

— Appendix E —

**Bogong Outdoor Education Centre
Parent Consent Form — Valid 2010**

School:

Student's Full Name:

Address:

Postcode: Students Age: Birthdate:

Home Phone: Work Phone: Mobile Phone:

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 BOEC in accordance with the same internet student users 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 during activities by the DoE for use in the Centre's publications, Centre'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 Bogong OEC's protocol.	Yes	No
I agree to my child being a member of the Friends of Bogong Camp (see website for details).	Yes	No

I agree to my child's attendance at the Bogong Outdoor Education Centre and to his/her taking part in any excursion or activities arranged for students in connection with the Centre 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 Centre Principal for his/her return.

Should my son/daughter violate the rules of the camp to the extent that the teacher in charge in consultation with the Principal of BOEC 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: Date:

Parent/Guardian's Signature: Date:

Students Undertaking

I have read the BOEC's Students Code of Conduct and I hereby undertake that while travelling to and from the Centre 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 Early Childhood Development (DEECD) 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 camp except in the case of illness, and then only on a pro rata basis.

— Appendix F —

**Bogong Outdoor Education Centre
Medical Information Form — Valid 2010**
For Students & Visiting Teacher (VT) to fill in.

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

School:

Student/VT Full Name :

Date of Birth: **Male/Female** **School Year** (if applicable):

Parent details are required if Medicare is used.

Parent/Guardian/Contact Person's Full Name:

Parent/Guardian/Contact Person's Date of Birth:

Address:

..... **Postcode:**

Home Phone: **Work Phone:** **Mobile Phone:**

Name & Address of Family Doctor:

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

Medical/Hospital Insurance Fund: **Contribution No:**

Ambulance Subscriber?: Yes — No If yes, ambulance number:

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

Allergies	(if ticked you <u>MUST</u> complete and attach the Anaphylaxis Management Plan)	
Asthma	(if ticked you <u>MUST</u> complete and attach the Asthma Management Plan)	

Please note down details of conditions ticked in the space provided:

Blackouts		
Diabetes		
Dietary Requirements		
Dizzy Spells		
Epileptic		
Hay Fever		
Heart Condition		
Migraines		
Sleepwalking		
Travel Sickness		
Any other condition?		

Previous Injuries		Physical Difficulties		First Time Away		Non Swimmer is < 25m	
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Details of above condition/s:

Tetanus Immunisation: 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.)

Tablets & Medicines: Is your child presently taking tablets and/or medicine? **Yes — No**

If yes, please state name of medication, dose and describe when and how it is to be taken.

.....
All medication must be handed to the teacher in charge prior to leaving. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. (These will be kept in the first aid centre and distributed as required). If it is necessary or appropriate for your child to carry their own medication (for example, asthma puffers and insulin for diabetes) it must be with the knowledge and approval of both the teacher in charge and yourself.

Signature of Parent/Guardian: **Date:**

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

— Appendix G —

**Bogong Outdoor Education Centre
Asthma Management Form**

— Valid 2010 —

For Students & Visiting Teacher (VT) to fill in.

The following confidential information is required to assist in the proper management of asthma sufferers whilst at Bogong Outdoor Education Centre. Please complete and attach to the Medical Information/Parent Consent Form. Further information is available from the Asthma Foundation www.asthma.org.au.

Student's name:

School:

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

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

1. Usual maintenance regime or medical program followed:

Name of Medication

Method (eg. Puffer & spacer, turbohaler)

When and how much?

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

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

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

Medication and treatment to be used during worsening asthma:

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

See Asthma First Aid Plan attached on page 2.

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

Please complete page 2 of the Asthma Management Form.

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

Important Notes

If you have answered “yes” to questions 6, 7, or 8 then the decision for the person to attend Bogong Outdoor Education Centre rests with the his or her doctor. The process in such situations is as follows:

- the person's doctor or parents/guardians (if a student) may contact the school Principal on 03 5754 1732 for further information on the program and support available;
- a letter from the student's doctor, stating the doctor's decision must accompany this form.

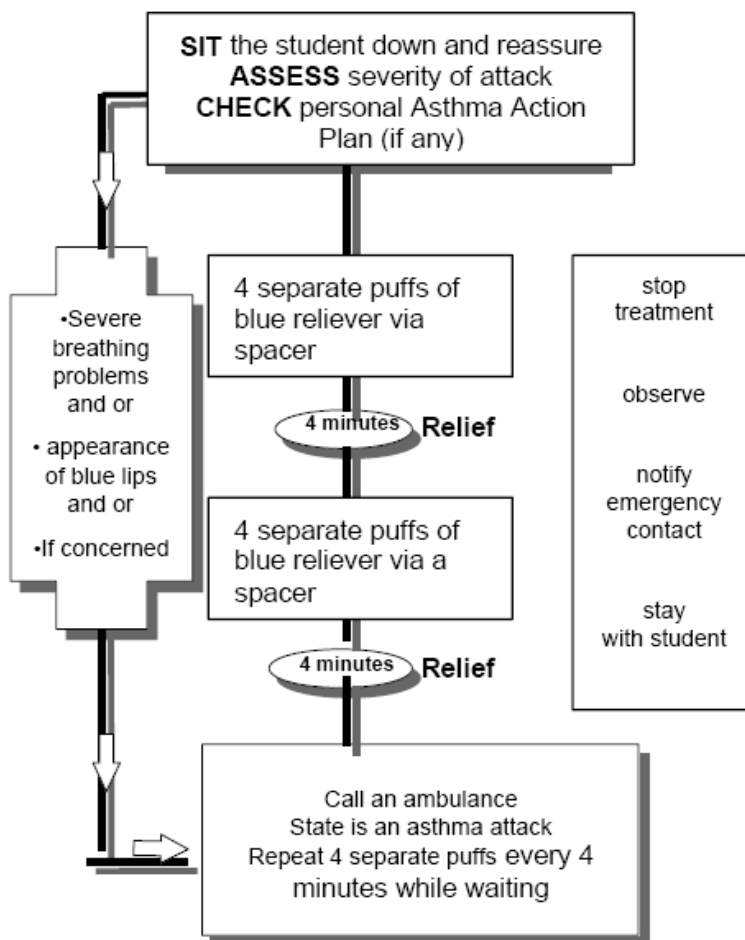
I declare that the information provided on this form is complete and correct.

Parent/guardian: _____

Phone contact(s): _____ OR _____

Signature: _____ Date: _____

Asthma First Aid Plan



— Appendix H —

Bogong Outdoor Education Centre
Anaphylaxis Management Form
 — Valid 2010 —
 For Students & Visiting Teacher (VT) to fill in.

Cover Sheet

This Plan is to be completed by the principal or nominee on the basis of information from the student's medical practitioner provided by the parent/carer.

School:		
Phone:		
Student's name:		
Date of birth:	Year level:	
Severely allergic to:		
Other health conditions:		
Medication at school:		
Parent/carer contact:	Parent/carer information (1)	Parent/carer information (2)
	Name:	Name:
	Relationship:	Relationship:
	Home phone:	Home phone:
	Work phone:	Work phone:
	Mobile:	Mobile:
	Address:	Address:
Other emergency contacts (if parent/carer not available):		
Medical practitioner contact:		
Emergency care to be provided at school:		
EpiPen® storage:		
The following Anaphylaxis Management Plan has been developed with my knowledge and input and will be reviewed on (insert date of proposed review).		
Signature of parent:		Date:
Signature of principal (or nominee):		Date:

Action plan for Anaphylaxis

Name: _____

Date of birth: _____



Known severe allergies: _____

Parent/carer name(s) _____

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

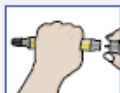
Plan prepared by: _____

Dr. _____

Signed _____

Date _____

How to give EpiPen® or EpiPen® Jr



1. Form fist around EpiPen® and pull off grey cap.



2. Place black end against outer mid-thigh.



3. Push down **HARD** until a click is heard or felt and hold in place for 10 seconds.



4. Remove EpiPen® and be careful not to touch the needle. Massage the injection site for 10 seconds.

MILD TO MODERATE ALLERGIC REACTION

- swelling of lips, face, eyes
- hives or welts
- abdominal pain, vomiting

ACTION

- stay with child and call for help
- give medications (if prescribed)
- locate EpiPen® or EpiPen® Jr
- contact parent/carer



watch for signs of Anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- difficulty/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- loss of consciousness and/or collapse
- pale and floppy (young children)

ACTION

- 1 Give EpiPen® or EpiPen® Jr
- 2 Call ambulance. Telephone 000
- 3 Contact parent/carer

If in doubt, give EpiPen® or EpiPen® Jr

Additional Instructions _____

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