Teacher Booklet - 15 Mile Creek
An online version of this booklet can be downloaded at www.boec.vic.edu.au

Contact details
15 Mile Creek – 692 Benalla Whitfield Road, Greta South, 3675
Telephone: (03)5766 6247  Fax: (03) 5766 6432
After Hours Telephone: (03) 5766 6137
Bogong, 1 Black Possum Road, Bogong Village, 3699
Telephone: (03) 5754 1732  Fax: (03) 5754 1735
Email: bogong.outdoor.ec@edumail.vic.gov.au

“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 Victorian Department of Education and Training (DET) and provides programs for Years P–12 students from Government Schools throughout Victoria.

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

Outdoor School is a 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 Outdoor School home page - Facilities & Equipment (www.boec.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. For catering purposes, the actual numbers of students and staff from each school needs to be sent to Outdoor School two weeks in advance. During your stay 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.

Each VT is responsible for:
- Supervision of students en route
- Ensuring that all students are either collected or sent home on arrival back at school or drop off point.

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 Equipment and Buildings Maintenance Manager, Catering Manager and assistant, Grounds Person and a Cleaner Refer to the Outdoor School home page - Staff Profiles (www.boec.vic.edu.au).
Student Wellbeing and Engagement

All 15MC staff are fully trained in the principals of Restorative Practice and use this framework to help build relationships as well as repair relationships when harm occurs. Outdoor School has four distinct school values that help promote positive and respectful interactions between all members of the school community. These are: Respect, Integrity, Educational Excellence, and Community.

Visiting Teachers (VTs) Duties during the Program

In general, the teaching staff at 15MC are responsible for all programmed teaching. VTs are responsible for the supervision of students while in their dormitories & during their free time. VTs are needed to assist the Outdoor School staff with student supervision on programmed activities, but are not required to instruct, so prior experience is not essential, however some activities require strenuous physical activity thus a reasonable level of fitness is expected from visiting teachers. The visiting teachers also have a supervisory role during the program.

Responsibilities include:

• After breakfast, to supervise lunch making, cleaning of the dormitory block and check that all beds are made, rooms are tidied and aired.
• After the evening session, to supervise the students until 'lights out' at 10pm when the Outdoor school staff cease duty.
• At night, from lights out at 10pm until 7am, to supervise students in the dormitory rooms, ensuring everyone gets sufficient sleep.

Note: A full briefing is provided for visiting teachers on arrival.

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 when home. 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. Mobile telephone reception is limited in the area; all 15MC staff have mobile telephones and UHF radios for use during programs.

Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>15MC (Office)</th>
<th>03 5766 6247</th>
<th>Police (Benalla)</th>
<th>03 5762 1811</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 MC (Fax)</td>
<td>03 5766 6432</td>
<td>Police (Wangaratta)</td>
<td>03 5723 0888</td>
</tr>
<tr>
<td>15 MC (AH – Kitchen)</td>
<td>03 5766 6137</td>
<td>Benalla Hospital</td>
<td>03 5760 2222</td>
</tr>
<tr>
<td>Principal – Tony Keeble</td>
<td>0417 541 732</td>
<td>North East Health (Wangaratta Hospital)</td>
<td>03 5722 0111</td>
</tr>
<tr>
<td>15MC Principal – Rhys Evans</td>
<td>0407 628 547</td>
<td>DET Office of Emergency Management – 24 hours</td>
<td>03 9589 6266</td>
</tr>
<tr>
<td>15MC Vice Principal – Steve McMurtrie</td>
<td>0439 732 284</td>
<td>Emergency</td>
<td>000</td>
</tr>
</tbody>
</table>

Newspapers

A daily newspaper is supplied for visiting teachers and 15MC staff.

Sick Students

Should a student(s) be unable to take part in the program, then a visiting teacher may be required to provide supervision at 15MC for the student(s). 15MC has a well-equipped sick bay for dealing with day to day first aid needs.

Reports

The visiting teachers are asked to complete a satisfaction survey; this covers organisation, transport, curriculum and student outcomes. This report is used by Outdoor School staff as a means of review.
Publicity
15MC is prepared to send, on request, a speaker to your school to address teachers, students and/or parents. Please contact the Principal, to arrange this. A Cover Letter (Appendix E) that could be sent to parents is also included in this booklet.

Fees
The fees charged cover all the costs of your student’s stay at Outdoor School, including all external and internal transport. Schools will be advised of the total cost of the program when notified of final transport and equipment details.

Outdoor School will send the school an invoice for the outstanding balance upon completion of the program. Please do not bring a cheque for the cost of the program with you. The balance outstanding should be paid within 14 days of receipt.

It is strongly advised that schools collect all fees from students prior to the program. The school is responsible for payment in full within 14 days, whether all fees have been collected from students or not. The visiting teachers should bring with them the consent, medical, asthma management and anaphylaxis management forms for students and visiting teachers/parents signed by parents/guardians, students or staff as appropriate.

Student Lists — (Appendix A)
It is the responsibility of the visiting teachers to draw up group lists (refer to appendix A). These must be sent to Outdoor School at least two weeks prior to arrival.

In drawing up this list please consider the following:
- If the visiting teacher wishes to be in a particular activity group of 12 students, please indicate this in the comment section.
- If you are aware of students who should not be in the same group, please indicate this in the comment section.
- We mix girls and boys together in activity groups of 12, and if more than one school is on site, we mix students from both schools.
- We work in groups of 12 students (i.e. usually 4 groups of 12 students).
- The students and visiting teachers that you allocate into a group stay in that activity group for the duration of the program and work together on all activities.

Timetable — (Appendix B)
Students typically rise at 7am and ‘lights out’ at 10pm. During the day there are normally four activity sessions, though this may vary depending on the specific program. The morning and afternoon sessions are usually three hours in duration and the evening sessions vary from one to two hours. Programs times may also vary for specific age groups (i.e. Lights out time for younger students may be earlier).

Curriculum/Program — (Appendix C)
Outdoor School offers schools a variety of outdoor learning experiences throughout the year. Costs may vary slightly between programs depending on the mix of activities chosen and factors such as the amount of coach transport required during the program.

Details of the range of programs available will be forwarded to schools well ahead of the date of the program.

Once a program is established, Outdoor School will prepare a detailed timetable based on the selected activities and exact cost and transport arrangements determined. Refer to the home page – Curriculum/Programs.

Personal Requisites List — (Appendix D)
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.

If required visiting teachers (and 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 Outdoor School.
Student Code of Conduct
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 are required to acquaint themselves with the student code of conduct.

Consent Form
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
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 attending 15MC. Asthmatics need to complete the Outdoor School Asthma Management Form (Appendix I). This also applies to the Anaphylaxis Management form (Appendix J).

Important Parent Information included in the 'Parent & Student Booklet'
The programs undertaken contain 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, 15MC 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 or 15MC Principal on 57666247, should any further information be required.

Translation
Parent & Student Booklets can be translated into various languages for parents of your students.

Using Microsoft Word 2007
a. Open the Parent & Student 15 Mile Creek Booklet. Go to the review tab at the top of the screen.
b. The fourth icon from the left is ‘Translate’. Click on this icon.
c. A research bar appears on the right side of the screen next to the scrolling toolbar. You can select the language you wish to translate to by using the drop down button.
d. Click on the green square with a white arrow beneath the language – translate the whole document. A message will come up asking if you wish to continue. Press yes.
e. This will take you to a website where the booklet will be translated. The pages can then be printed. Unfortunately it is not formatted – but it will allow parents to read the text of the booklet.

Using Microsoft Word 2003
a. Open the Parent & Student 15 Mile Creek Booklet. Go to tools on the toolbar.
b. Click on Language.
c. Click on Translate.
d. Follow instructions from c. to e .in Word 2007 instructions above.

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 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.
Teacher Reminder & Checklist

• Paid the required pre-program deposits.

• Completed planning for travel to 15MC and for return to your school.

• Collected Parent Consent Forms, Medical Forms, Asthma Management Form, Allergy forms and Anaphylaxis Management Form. These need to be sent to Outdoor School 2 weeks prior and then brought with you on the bus.

• Teachers now have the ability to enter student information into the Outdoor School database using the internet and the password issued to your school. You can enter names, sort students into groups and enter consent and medical information. If entering information via the website, please be aware that medical information forms still need to be faxed or scanned and emailed at least two weeks prior to the start of your program.

• Arranged with parents for pick-up and return.

• Sent the completed group list and medical forms at least 2 weeks prior to your program. (note special dietary requirements)

Note: If the school is sending an integration student, or a student who is currently under supervision of the Student Welfare Co-ordinator, or a student who is currently under discipline procedures, then Outdoor School would like the opportunity to discuss these students in order to make appropriate arrangements for their inclusion in the program.

• Left a list of student's names with your school's 24 hour contact person i.e. Principal or other 24 hours contact. Remember to bring the contact's name and telephone number with you.

• Returned any Outdoor school video's or publicity photos.

• Filled out your VT Medical Information Form. This needs to be given to the 15MC coordinator, who compiles a medical summary which is distributed to all staff.
Promotion of Outdoor School at School

If Schools are having difficulty filling all their places for their booking at 15MC, this can result in less than a full complement of students or even a cancellation.

Either of these outcomes are obviously unsatisfactory for everyone:
• for you - all your hard work in planning etc. can be for nothing and if you cancel, some or all of your deposit may be lost;
• and for us - our staff and facilities are under-utilised.

So…. here are some tips that work from schools who always tend to have full bookings. We offer them to you with the suggestion that you may like to use some or all in your pre-program planning.

Start early.
Let parents/students know the school has a booking as soon as possible. Give some basic information in newsletters, on noticeboards, at form level or home group assemblies. All schools know well before the end of the school year if they have a booking for the following year. This information can be included in school or year level handbooks for the coming year.

Use a variety of approaches to promotion.
Use the Outdoor School photos and colour poster on noticeboards and show the Outdoor School video. Check out our web site www.boec.vic.edu.au. Use the enclosed publicity letter directly to parents or in newsletters. Hold a parent/student information evening - we may be able to provide a speaker with slides and a display for this (give us plenty of warning please). If you have been here before, get students/staff who attended to speak at your information sessions. Nearby schools may also be able to help in this way if they’ve been here recently.

Plan well ahead for payment.
Although the cost of the program is very reasonable, difficulty in payment is the most common cause of dropping numbers. Give parents and students as much lead time as you can. Make it easy for them by offering payments by instalment - a lot of schools do this with great success. Insist on deposits as early as you can. Consider getting part or full sponsorships from your parents’ club or local community organisations - this is also a widely used way of giving some students a chance to attend that they would otherwise miss. Consider making these non refundable unless there is good reason. This encourages a commitment from students who may otherwise change their mind.

We hope you will find these tips useful. The key is to start publicity about the booking as early as possible.

Please ring us if you are having difficulties - again the earlier the better. We will do all we can to help you.

Good luck - we are really looking forward to seeing your school here!
# Appendix A

## Student Group Lists

**Program start date:**

**Program end date:**

- Please complete the table below with no more than 12 students per group (unless required due to uneven numbers or a small group).
- Indicate the Visiting Teacher allocated to each group.
- List any additional extra staff such as integration aides.

Please **fax/email at least two weeks prior to the start of your program** – fax no. (03) 5766 6432.

<table>
<thead>
<tr>
<th></th>
<th>Group 1</th>
<th>M/F?</th>
<th>Group 2</th>
<th>M/F?</th>
<th>Group 3</th>
<th>M/F?</th>
<th>Group 4</th>
<th>M/F?</th>
</tr>
</thead>
<tbody>
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</table>
Sample Timetable — 15MC Grade 3&4
A general guide for a typical day at 15 Mile Creek with approximate times.

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

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.
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 camp 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 Koori 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 school 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 15MC site to extended walks beyond the 15MC 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 15MC 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 ≥3 30 mins (approx)
Course A Within 15MC grounds Blue/white Grades ≥2 15 mins (approx)
Course B Within 15MC grounds Red/white Grades ≥2 15 mins (approx)
Course C Bush surrounding 15MC (Can use compasses) Yellow/white Grades ≥4 45 mins (approx)
Bush Course Deeper into 15MC property (Can use compasses) (orange/white markers) Grades ≥5 3 hours (approx)
Photo trail Introduction to Orienteering Within 15MC grounds 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.

YABBING
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, bush dancing, 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.boec.vic.edu.au
(Click on programs)
— Appendix D—

General Personal Requisites List

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 track shoes/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
   - 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, face washer

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.
   - 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.
   - 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.
   - If personal music players (iPods etc) are brought to camp these must remain in the student’s room. No responsibility will be taken for any loss.
   - 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 over pants, 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 program and returned on departure.
   - As a health precaution students are advised not to bring aerosol propellant cans e.g. deodorant sprays.
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.

### Bushwalking & Camping Clothing & Equipment List

<table>
<thead>
<tr>
<th>Personal Student List</th>
<th>Individual Student List</th>
<th>Group List for pairs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplied by Students</strong></td>
<td><strong>Supplied by Outdoor School</strong></td>
<td><strong>Supplied by Outdoor School</strong></td>
</tr>
<tr>
<td>• Thermal Underwear</td>
<td>• Rucksack</td>
<td>• Tent &amp; Fly</td>
</tr>
<tr>
<td>- long johns</td>
<td>- Rucksack Liner</td>
<td>- Pegs</td>
</tr>
<tr>
<td>- long johns</td>
<td>- Sleeping Bag</td>
<td>- Stove</td>
</tr>
<tr>
<td>• Warm Jumper x 2</td>
<td>- Sleeping Bag Liner</td>
<td>- Fuel Bottle</td>
</tr>
<tr>
<td>(Polartec or Woollen)</td>
<td>- Thermarest Mat (for sleeping)</td>
<td>- Waterproof Matches</td>
</tr>
<tr>
<td>• Long Sleeved Shirt</td>
<td>- Waterproof Jacket</td>
<td>- Water Bag</td>
</tr>
<tr>
<td>(not cotton)</td>
<td>- Waterproof Over pants</td>
<td>- Toilet Paper</td>
</tr>
<tr>
<td>• long pants</td>
<td>- Mug</td>
<td>- Food Bags</td>
</tr>
<tr>
<td>• Tracksuit Pants – 1 pair</td>
<td>- Plate</td>
<td>- Food supplies</td>
</tr>
<tr>
<td>(To sleep in)</td>
<td>- Bowl</td>
<td></td>
</tr>
<tr>
<td>(Synthetic type OK)</td>
<td>- Knife, Fork, Spoon</td>
<td></td>
</tr>
<tr>
<td>• Gloves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Socks – 3 pair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Woollen/Synthetic mix)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Underwear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Beanie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• peaked Cap/Sunhat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sunglasses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sunscreen &amp; Lip Balm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Plastic bags x 4 (30cm x 30cm)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Water bottle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Small Torch - spare batteries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Personal Medication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Camera</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Staff Leader’s Equipment List
- First Aid Kit
- Foam Mat
- Mobile Phone/Radio
- Map & Compass
Dear Parents/Guardians

Your school has been successful in gaining a position for students to attend Outdoor School, 15 Mile Creek (15MC).

The school has been allocated a booking for your students and your son or daughter is one of the lucky students with an opportunity to attend the program.

Outdoor School, 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.

Outdoor School is fully staffed and run by the Department of Education and Training (DET) and has been in continuous operation since 1971. It provides high quality, exciting and challenging outdoor education programs for primary and secondary level students from government schools across the state.

Outdoor School programs provide wonderful experiences from a range of outdoor activities, including cross country, bushwalking, overnight camping, rockclimbing, orienteering, rogaining, high ropes course, mountain bike riding, field studies, canoeing and rock hopping to name a few.

These programs provide wonderful opportunities for young people to experience significant personal development and they form an important part of your schools’ curriculum in this area.

Outdoor School staff are fully qualified teachers who are experienced in Outdoor Education. These staff will run all the outdoor programs. Teachers from your school also attend to provide assistance and supervision.

15MC is well equipped with comfortable dormitories (carpeted and heated) and all equipment for the activities; students do not need to bring any special equipment. We also provide plentiful nutritious meals – our catering staff well understand the appetites and food needs of growing, active students!

The policy of Outdoor School is to keep the cost of the program as low as possible. Your school will be advised of the actual cost per student. These costs include everything – transport to and from school, all meals and accommodation, specialised instruction and all necessary equipment and special clothing.

The organising teacher at school for your booking is: .........................................................
and will be able to provide you with any further information you may need.

This is a wonderful opportunity for your son or daughter to experience the outdoor program of a lifetime; we hope we will see them when your school comes to Bogong.

Yours sincerely

Tony Keeble
Principal
— Appendix F —

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.
- We employ Restorative Practice principles at our school when dealing with student engagement issues.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities &amp; Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>All individuals and their property are to be valued and treated with respect.</td>
<td>All students should treat one another, staff and property with respect.</td>
</tr>
<tr>
<td>All individuals have the right to a safe, secure and cooperative working environment in which participation, risk taking and confronting challenges are encouraged.</td>
<td>All students should act and behave in a way which does not endanger, intimidate or interfere with the participation of others.</td>
</tr>
<tr>
<td>All individuals have the right to privacy.</td>
<td>All students should respect others rights to privacy.</td>
</tr>
<tr>
<td>Staff should be able to perform their duties in an atmosphere of order and cooperation.</td>
<td>Students should comply with instructions given by any members of staff and should willingly participate in the daily routine of 15MC.</td>
</tr>
<tr>
<td>Staff, students and the natural environment have the right to exist in a healthy and environmentally considerate atmosphere.</td>
<td>All students should conduct themselves in a healthy and environmentally friendly manner towards other students, staff and the natural environment.</td>
</tr>
<tr>
<td>15MC expects support from all students, parents, and staff in implementing this Code of Conduct.</td>
<td>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 15MC in implementing the Code of Conduct.</td>
</tr>
</tbody>
</table>

Specific Rules at 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 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 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 2017

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 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 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.
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:** ___________________________   **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 Phone:** ___________________________   **Work Phone:** ___________________________   **Mobile Phone:** ___________________________

**Home Email Address:** ___________________________________________

**Name & Address of Family Doctor:** ___________________________________________

**Medicare No:** ___________________________   **Valid to:** _____/_____   **Child’s Number (e.g. 2, 3, 4):** ___________________________

**Medical/Hospital Insurance Fund:** ___________________________________________

**Ambulance Subscriber:** Yes — No   **Member No.:** ___________________________

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

<table>
<thead>
<tr>
<th>Tick</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Diabetes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dietary Requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dizzy Spells/Blackouts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fits Of Any Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hay Fever</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Heart Condition</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Migraines</td>
<td></td>
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<tr>
<td></td>
<td>Physical Difficulties</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Previous Injuries</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sleepwalking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Travel Sickness</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bedwetting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

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

- Anaphylaxis
- Allergies
- Asthma

*If ticked you MUST attach the appropriate completed Anaphylaxis Action Plan.*

*Please state below who will be responsible for carrying the Epipen/Anapen?*

**Responsible person is:** ___________________________________________

**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.)*

<table>
<thead>
<tr>
<th>Condition</th>
<th>Medication</th>
<th>Dosage</th>
<th>When given &amp; instructions.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

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

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 (e.g. 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.

<table>
<thead>
<tr>
<th>Name of medication and colour</th>
<th>Dose/number of puffs</th>
<th>Time required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of doctor</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Signature Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Signature Date</td>
</tr>
<tr>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact name</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

Asthma Australia

asthmaaustralia.org.au | 1800 ASTHMA (1800 278 462)
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
ACTION PLAN FOR Anaphylaxis

For use with EpiPen® Adrenaline Autoinjectors

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.
ACTION PLAN FOR Anaphylaxis

For use with Anapen® Adrenaline Autoinjectors

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.