Outdoor School - Bogong
“Educating for Sustainable Living”
ABN: 27 819 095 091
outdoor.sch@edumail.vic.gov.au
1 Black Possum Road,
Bogong, Victoria, 3699
P: 03 5754 1732      F: 03 5754 1735

Teacher Booklet - Summer Programs

An online version of this booklet can be downloaded at www.boec.vic.edu.au
This Parent & Student Booklet can be translated into various languages using the ‘Translate’ icon in the Review tab when opening in word.

What Will Students Learn at Bogong?

There are two different programs on offer, one of which your school will select. These include:

<table>
<thead>
<tr>
<th>It’s Up To Me</th>
<th>Students develop an understanding of self, responsible decision making, plus managing relationships and learning more effectively.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Personal)</td>
<td></td>
</tr>
</tbody>
</table>

| Working Together  | Students develop an understanding of others, establishing positive relationships, working effectively in a team and managing challenging situations. |
| (Social)         |                                                                                                                                 |

Along with the key aim of the program students will also learn to:

1. Demonstrate an understanding of the Alps Environment.
2. Climate Change and its impact on the Alps
3. Sustainability behaviours – Sustainable Living Actions (SLA’s)
4. Demonstrate movement skills and advanced skills during selected complex activities.
5. Participate in recreational and leisure activities that maintain regular participation in moderate to vigorous physical activity.

Links to relevant sections below

- Allergy Action Plan
- Anaphylaxis Action Plan – Anapen
- Anaphylaxis Action Plan - Epipen
- Asthma Action Plan
- Before Coming to Bogong
- When you are at Bogong
- Medical Information Form
- Parent Consent Form
- Personal Clothing and Equipment
- Student/Group List
- Student/Group List Instructions
- Students Code of Cooperation
- Sample Timetable
- Visiting Teacher Duties

Page 1 of 17
Before Coming You Must Organise

**Deposits**
Bogong requires payment of two deposits, the first to be paid on confirming your schools offer, the second deposit invoice will be sent to you 8 weeks prior to your arrival. Have these been paid?

**Forms**
Send out and collect up completed forms listed below for all students and visiting teachers. These must be faxed, scanned/emails, or sent to Bogong 2 weeks prior to your program. These forms are enclosed.

- **Code of Cooperation** (See page 5)
  - This must be read and agreed to by the parents/guardians and student.

- **Bogong Consent Form** (See page 6)
  - Must be read by parent/guardian’s and students, then signed by both in conjunction with reading the Code of Cooperation.
  - These must be returned to the teacher organising your program as soon as possible.

- **Bogong Medical Forms** (See pages 7 - 11)
  - These forms must be completed and signed indicating the students’ current medical status with any information requiring specific attention or treatment (e.g. medications being taken).
  - Asthmatic students must bring all medications for their condition to Bogong.
  - Asthmatic students must complete the attached Asthma Action Plan.
  - Students with allergies must complete the attached Allergic Reactions Action Plan.
  - Students with anaphylaxis must complete the Epipen or Anapen Anaphylaxis Action Plan.

- **Parent/Student Booklet**
  Send this home to parents/guardians. A copy of this can be found at [www.boec.vic.edu.au](http://www.boec.vic.edu.au)

- **Transport**
  Organise transport to and from Bogong. We encourage you to share transport with other schools visiting that same week to reduce costs. To optimise learning and allow safe travel time we would like schools to arrive 1:30pm on Mondays and depart 10am on Fridays. Bogong will give you recommended travel times from your school. We recommend Falls Creek Coach Service for their reliability and experience with times for getting to Bogong.

- **Student List & Room Pairs** (See page 3)
  Email or fax your completed student/group list at least 2 weeks prior to your program. (See enclosed)
  Any specific details regarding any student/s learning/behaviour that will assist us please let us know.

- **Reserve List**
  Organise a reserve list of students in case of last minute cancellations. If you are unable to obtain a full quota of students from the allocated year level then we suggest filling the remaining places with students from other year levels. If sharing with another school they may be able to help out. Covering last minute cancellations is the responsibility of your school.

- **Personal Clothing and Equipment** (See page 13)
  - Please ensure the students have read the list enclosed in the Parent/Student Booklets to be well organised for the program.
Student Code of Cooperation

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

<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 the School.</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>The School 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 the School in implementing the Code of Conduct.</td>
</tr>
</tbody>
</table>

Specific Rules at the School
To respect the rights and expectations of all individuals at the school the following forms of behaviour are considered a breach of the code and are therefore unacceptable:
- Bringing cigarettes, alcohol, non-prescribed drugs, offensive weapons, and pornographic material.
- Using language which is offensive, sexist or racist.
- Fighting, bullying (physical, verbal, indirect or cyber) or any other forms of aggressive behaviour.
- Being in the lodges/room of the opposite sex.
- Being in another student’s room without permission.
- Leaving Bogong Campus boundaries without permission.
- Behaving in a manner which damages or vandalises the property of others or the environment.
- Climbing of trees, buildings or other structures without teacher supervision.
- Students bringing aerosol propellant cans e.g. deodorant sprays.

Personal ICT hardware may be used by students at Bogong under the following constraints:
- Personal ICT hardware is used for educational purposes only and should only be used as directed by teachers and Bogong staff.
- The personal ICT hardware is the sole responsibility of the owner.
- Bogong does not provide secure storage of personal ICT hardware and will not be responsible for any form of loss or damage.
- Student personal ICT hardware will not be connected to the school network.

Any breaches to the above would be considered an infringement of the ICT acceptable use agreement. Devices being used inappropriately or without permission from the Bogong teacher will be confiscated during the program and given to Visiting Teachers to keep until the end of the program.

Implementation Process
The School has developed levels of appropriate responses and sanctions. Any breach of the Code of Cooperation will initiate a restorative approach. The staff will decide the appropriate level of action.
Important Teacher Information

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

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

Activities may include bushwalking, climbing/abseiling, mountain biking, orienteering/rogaining, canoeing, pioneering, high ropes, rock hopping, and the sensory trail course. Many of the activities are conducted in remote locations subject to severe weather and other natural hazards. In the event of injury or illness, communications or emergency services may be limited or not available for periods of time. This may result in delays in injured/sick group members accessing more definitive care. It is important that students are appropriately insured for medical treatment as Outdoor School - Bogong, being a State Government School of Victoria, does not have any insurance to this effect.

Student/Group List Instructions

Bogong Campus staff suggest that students be allowed to select their own room pairs as it is important to put students into room pairs that they are comfortable with.

We work in groups of 12 students (i.e. usually 4 groups of 12 students).

Students that you allocate into Groups 1, 2, 3 & 4 stay in that activity group for the duration of the program and work together throughout all activities.

We mix girls and boys together in activity groups of 12, and if there are multiple schools, we mix students from each of the schools e.g. 6 students from one school and 6 from another school per group of 12.

Attending with another school:
Where possible two room pairs of boys and one room pair of girls to one group, then two room pairs of girls and one room pair of boys to the next group, then again for the other 2 groups.

For schools maintaining separate groups to other schools (usually 2 groups):
Students are to be placed in room pairs, then allocated evenly across the 2 groups of 12. Change the group number headings on the list so there are 2 for group 1 and 2 for group 2.

For schools bringing 48 students please complete two of these forms.

Please place the Year level in the box for each student.

In drawing up this list please consider the following:
- If the visiting teacher wishes to be in a particular group please indicate this on the list.
- If you are aware of students who should be separated please indicate this in the comments section on the list.

We prefer student names to be typed. If hand writing please print names clearly.

Please fax/email at least two weeks prior to the start of your program

Email: outdoor.sch@edumail.vic.gov.au

Fax number: (03) 5754 1735
## Student/Group List

**School Name:**

**Contact Teacher:**

### Group 1

<table>
<thead>
<tr>
<th>Room Pairs</th>
<th>First Name</th>
<th>Surname</th>
<th>M/F</th>
<th>Year Level</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pair 2</td>
<td></td>
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<td></td>
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<tr>
<td>Pair 3</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Group 2 (Group 1)

<table>
<thead>
<tr>
<th>Room Pairs</th>
<th>First Name</th>
<th>Surname</th>
<th>M/F</th>
<th>Year Level</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair 1</td>
<td></td>
<td></td>
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<tr>
<td>Pair 2</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pair 3</td>
<td></td>
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</tr>
</tbody>
</table>

### Group 3 (Group 2)

<table>
<thead>
<tr>
<th>Room Pairs</th>
<th>First Name</th>
<th>Surname</th>
<th>M/F</th>
<th>Year Level</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pair 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pair 3</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Group 4 (Group 2)

<table>
<thead>
<tr>
<th>Room Pairs</th>
<th>First Name</th>
<th>Surname</th>
<th>M/F</th>
<th>Year Level</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pair 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pair 3</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Visiting Teacher (Female)**

**Visiting Teacher (Male)**
Parent/Guardian Consent – please circle as appropriate – (If left blank we will assume yes is the response):

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I agree to my child using the internet and computer network at Bogong in accordance with the same internet student users agreement that applies at their current school.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I also consent to my child being photographed and/or visual images of my child being taken whilst at Bogong by the DET. I also consent to these photos being used for use in the school’s publications, the school’s social media accounts and the school’s website, for publicity purposes without acknowledgment and without being entitled to any remuneration or compensation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is English your child’s main language?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has your child been away from home before?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I authorise the teacher in charge to administer paracetamol as per the Outdoor School protocol.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

I agree to my child’s attendance at the Outdoor School - Bogong 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 Bogong 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 Student Code of Cooperation and I hereby undertake that while travelling to and from the school and while in attendance I shall behave in a good and proper manner and shall observe whatever rules are decided on as best for the welfare of all.

Student’s Signature Date

Cancellation or Withdrawal

The Department of Education 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 – Bogong
Medical Information Form — Valid 2016
For Students & Visiting Teacher (VT) to fill in

This information is intended to assist Outdoor School – Bogong 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/Guardian/Contact Person’s Full Name: Parent

Details are required if Medicare is used.

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 (eg. 2, 3, 4): __________

Medical/Hospital Insurance Fund: __________________________ 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>
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</tbody>
</table>

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

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

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

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

Responsible person is: __________________________

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

Anaphylaxis

Allergies

If ticked you MUST complete and attach the Allergic Reactions Action Plan.

Asthma

If ticked you MUST 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.)

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

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

<table>
<thead>
<tr>
<th>Swimming Ability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannot Swim</td>
<td></td>
</tr>
<tr>
<td>Weak Swimmer (&lt;50m)</td>
<td></td>
</tr>
<tr>
<td>Fair Swimmer (50-100m)</td>
<td></td>
</tr>
<tr>
<td>Competent Swimmer (100-200m)</td>
<td></td>
</tr>
<tr>
<td>Strong (200m+)</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Parent/Guardian: __________________________ Date: __________

DET requires this consent to be signed for all students and teachers attending school excursions.
Asthma Care Plan for Schools – Outdoor School – Bogong

Staff are trained in asthma first aid (see below) and can provide routine asthma medication as authorised in this care plan.

1. Sit the person upright.
   a. Be calm and reassuring.
   b. Do not leave them alone.
2. Give 4 puffs of blue reliever puffer medication.
   a. Use a spacer if there is one.
   b. Shake puffer.
   c. Put 1 puff into spacer.
   d. Take 4 breaths from spacer.
   Repeat until 4 puffs have been taken.
   Remember: Shake, 1 puff, 4 breaths.
3. Wait 4 minutes.
   a. If there is no improvement, give 4 more puffs as above.
4. If there is still no improvement call emergency assistance (DIAL 000).
   a. Say ‘ambulance’ and that someone is having an asthma attack.
   b. Keep giving 4 puffs every 4 minutes until emergency assistance arrive.

If calling triple zero (000) does not work on your mobile phone, try 112.

Please write down anything different this student might need if they have an asthma attack.

Student’s Name: ____________________________ Date of Birth: ________________

Daily Asthma Management

<table>
<thead>
<tr>
<th>This student’s usual asthma signs.</th>
<th>Frequency and severity.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough</td>
<td>Daily/most days.</td>
</tr>
<tr>
<td>Wheeze</td>
<td>Frequently (more than 5 x per year)</td>
</tr>
<tr>
<td>Difficulty breathing</td>
<td>Occasionally (less than 5 x per year)</td>
</tr>
<tr>
<td>Other (please describe below)</td>
<td>Other (please describe below)</td>
</tr>
</tbody>
</table>

Known triggers for this student’s asthma (eg exercise, colds/flu, smoke) – please detail:

Does this student usually tell an adult if he/she is having trouble breathing.
Yes [ ] No [ ]

Does this student need help to take asthma medication?
Yes [ ] No [ ]

Does this student use a mask with a spacer?
Yes [ ] No [ ]

Does this student need their blue reliever puffer medication before exercise?
Yes [ ] No [ ]

Medication Plan

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

Name of medication and colour. | Does/number of puffs. | Time required. |
<table>
<thead>
<tr>
<th></th>
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<tbody>
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</tr>
</tbody>
</table>

Name of doctor: ____________________________ Phone: ____________________________

Doctor’s 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.

Name (please print): ____________________________ Date: ________________

Signature: ____________________________ Date: ________________
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 weals
- 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 1-8 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.
**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

**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 examination 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.
When You Are At Bogong

Outdoor School - Bogong is a school staffed, and funded by the Department of Education and Training (DET) and provides programs for Years P–12 students from Government Schools throughout Victoria. The Bogong Campus 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. Bogong Campus is 380 km from Melbourne and takes around 6 hours drive by bus.

Physical Fitness for the Program
The activities undertaken can be strenuous and it is strongly advised that students and visiting teachers undertake a planned comprehensive fitness program as part of their preparation for their program.

Student Expectations
The following should be made clear to students before their departure from school:
- Smoking, non-prescribed drugs and alcohol are strictly prohibited!
- Students will follow a tight program leaving them little free time.

Bogong is a school operated by the (DET), has a set curriculum and is not a holiday centre.

Accommodation
Students and visiting teachers are accommodated in a two-story Lodge. Twenty-eight students (two per room) and two visiting teachers (V Ts- a single room each) can be accommodated on each floor. Each student's room is furnished with two single beds, mattresses (the school will supply the bottom sheet – students are to bring a sleeping bag & pillow), plus a wardrobe. All buildings are heated and facilities include modern bathrooms, indoor and outdoor recreation areas, drying rooms and a dining room. Facilities (i.e. wheelchair ramps and specialised bathrooms/toilets) are provided for students with physical disabilities. Refer to the Outdoor School website for more information.

Catering
The Campus employs a chef and assistant who provide all meals and specifically cater for the tastes and appetites of teenagers. For catering purposes, the actual numbers of students and staff from each school needs to be sent to the Campus two weeks in advance with any special dietary requirements.

Transport
Schools are required to arrange for return transport between the school and Bogong. The Outdoor School recommends Falls Creek Coach Service for their reliability and experience with times for getting to Bogong. Local transport during the program may be either self-drive using school vehicles, or by coach. The High Plains Road from Mt Beauty to Falls Creek is declared hazardous from the Queen’s birthday weekend until the end of the snow season and requires a special bus licence to drive on it.

Sick Students
Should a student(s) be unable to take part in the program, then a visiting teacher may be required to supervise them at the Campus. Bogong Campus has a sick bay for dealing with first aid needs.

Telephone
Inward phone calls are received between 8.30am and 4.30pm. Outgoing calls may be made any convenient time by staff or students if needed. Students are discouraged from calling or receiving calls during the program. Bogong has an answering machine at times when the office is unattended. An after-hours phone number for emergencies only is provided on the answering machine. All Bogong teachers have phones for safety during program.

Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Bogong Campus (Office)</th>
<th>03 5754 1732</th>
<th>Bogong Campus (Fax)</th>
<th>03 5754 1735</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal – Tony Keeble</td>
<td>0417 541 732</td>
<td>Campus Principal – Roger Blackwell</td>
<td>0417 202 578</td>
</tr>
<tr>
<td>DET Office of Emergency Management – 24 hours</td>
<td></td>
<td></td>
<td>03 9589 6266</td>
</tr>
</tbody>
</table>

Reports
At the conclusion of the program, Bogong teachers will write reports for each student. Some programs may receive certificates.
Personal Clothing and Equipment

This list provides information on the types of the clothing and other essentials that you should bring. It also outlines the equipment supplied by Bogong.

**Clothing**

- 1 set of thermal underwear (top and bottom)
- 2 warm jumpers (polar fleece or woollen preferred)
- 3 pairs shorts
- 2-3 pair of pants (tracksuit or quick dry)
- 5 T-shirts
- Bathers
- Long sleeved shirt (sun protection)
- Solid walking boots or sneakers for activities (must be worn in). Not slip-ons
- Comfortable shoes (for around camp).
- Old runners/sandals for wet activities (not thongs).
- 5 pairs underwear
- 5 pairs socks (hiking socks should be long and warm).
- Pyjamas
- Warm gloves
- Beanie
- Sunhat (Bogong can supply one)

**Linen**

- Sleeping Bag for sleeping indoors at Bogong, (where applicable an Alpine Sleeping Bag will be provided by Bogong for overnight hikes)
- 1 pillow
- 2 towels

**Other Items**

- Sunglasses & sunscreen
- Drink bottle
- Torch (small with new battery)
- Personal medical requirements
- Book for personal reading

**Bogong Supplied Gear**

- Fitted sheet
- Waterproof jackets
- Waterproof over pants
- Gloves
- Lunch box and drink bottle
- Day-packs
- Specialist equipment (tent, sleeping bag, backpack, helmet etc.) are all provided.

**Please Note:**

- Schools who attend late Term 2 or early Term 4 (possible winter conditions) should make sure to bring extra warm clothing to their program. A day skiing can sometimes be incorporated into a program at these times.
- All personal items and luggage should be clearly marked with the owner’s name. The Department of Education and Training does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.
- Try to utilise clothes and other items you have at home rather than buying anything special for the program.
- Recommended pocket money for students is $20 for meals en route. There is no facility at Bogong Campus to spend this money.
- If personal ICT Hardware (iPods, phones etc.) are brought to the program, they are only to be used when directed by the teacher. Once again the Department of Education and Training does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.
- Outdoor School Bogong is a Sunsmart School. Students are encouraged to wear a hat and clothing with long sleeves and collars, to wear suitable sunglasses and to apply sunscreen.
- Students are not to bring aerosol propellant cans e.g. deodorant sprays.
Adventure Activities

Below is a brief description of some activities that maybe in your program. If you wish to view students participating in activities please refer to our website. 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.

Rock-climbing & Abseiling introduction – An introduction to the techniques and skills of climbing and abseiling conducted on a number of artificial rock walls in and around the Bogong Campus. Students may be involved in belaying other students under active supervision and after training and assessment by teachers.

Rock-climbing & Abseiling extension - Students are taken to a site on the Bogong High Plains where they have the opportunity toextend the climbing and abseiling they have done at the Campus. This is normally done as a half day activity combined with a half day of bike riding.

Orienteering – Students are introduced to Orienteering (navigation using a map and compass). They progress from a simple course around the Campus to a more complex and challenging set of courses in the forest area around Bogong Village. Please Note: due to the nature of the activity, there are times when the students are not directly supervised by a teacher.

Rogaining - This is similar to orienteering. Students team up for a 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 teachers. This allows students to take on leadership, initiative, teamwork and responsibility in an alpine setting. Please Note: due to the nature of the activity, there are times when the students are not directly supervised by a teacher.

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

White Water Rafting - This activity involves students paddling inflatable rafts 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 and Snowy River, and some sections of these rivers are remote and difficult to access via vehicle or on foot.

Creek Walking - This involves students following a river bed upstream by moving from rock to rock, wading and walking along the river bank. It is done at Bogong Village in the Rocky Valley stream. It has ready access to areas above the normal flood line over the length of the activity.

High Ropes - Bogong has a well-developed High Ropes Course constructed in a forest setting adjacent to the Campus. A new course was constructed after the 2003 bushfires and comprises 12 activities.

Bike Riding - Bike riding is conducted on the Bogong High Plains using existing trails. 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 - These activities develop initiative, trust, co-operation, group participation and self-confidence.

Environmental Studies - (Bogong Nights & Bogong’s Backyard)
These sessions look at the ecology of the area and incorporate 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.

Overnight Bushwalk - Bushwalks are normally conducted on the Bogong High Plains. Students hike in groups of 12, accompanied by one Bogong Teacher and one Visiting Teacher. Walks can visit a number of historic cattlemen’s huts and environmentally sensitive sites en route. Students cook for themselves using lightweight stoves under supervision. Bushwalks are preceded by a hike preparation session where students discuss the bushwalk and are given information, training, equipment, and food required for a safe and enjoyable experience.
Sample Timetable
Term 1, 2 & 4 Programs

A general guide for a typical day at Bogong Campus

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00am</td>
<td>Lights on</td>
</tr>
<tr>
<td>7:30am</td>
<td>Morning assembly #1</td>
</tr>
<tr>
<td>7:35am</td>
<td>Hospitality Team and Activity</td>
</tr>
<tr>
<td>7:45am</td>
<td>Weather recording</td>
</tr>
<tr>
<td>8:00am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:35am</td>
<td>Lodge/room clean up</td>
</tr>
<tr>
<td>8:55am</td>
<td>Morning assembly #2</td>
</tr>
<tr>
<td>9:00 – 12:00 noon</td>
<td>Morning activity session</td>
</tr>
<tr>
<td>12:20pm</td>
<td>Lunch Hospitality Team</td>
</tr>
<tr>
<td>12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:25pm</td>
<td>Gather for afternoon activity</td>
</tr>
<tr>
<td>1:30 – 4:30pm</td>
<td>Afternoon activity session</td>
</tr>
<tr>
<td>5:20pm</td>
<td>Dinner Hospitality Team and Weather recording</td>
</tr>
<tr>
<td>5:40pm</td>
<td>Pre-dinner education</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Dinner service</td>
</tr>
<tr>
<td>7:15pm</td>
<td>Evening gathering</td>
</tr>
<tr>
<td>7:30 – 9:00pm</td>
<td>Evening activity session</td>
</tr>
<tr>
<td>9.00pm – 9:30pm</td>
<td>Free time</td>
</tr>
<tr>
<td>9:30pm</td>
<td>Students into own lodge</td>
</tr>
<tr>
<td>9:45pm</td>
<td>Students into own room</td>
</tr>
<tr>
<td>10:00pm</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

The visiting teachers (VT’s) are responsible for the supervision of students between lights out 10:00pm and 7:30am the next morning.

There are Bogong staff who reside on site.
# VISITING TEACHER (VT) DUTIES

<table>
<thead>
<tr>
<th>DUTY</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake Up &amp; Assembly</td>
<td>At 7:00am knock on doors and ensure that students are awake and getting out of bed. You can put on music in the audio room. Unlock all doors. At 7:30am assemble and account for all students.</td>
</tr>
<tr>
<td>Morning Activity</td>
<td>At 7:35am take students (except hospitality team) for an exercise activity for about 15-20 minutes. Some possibilities would be run, aerobics, stretches, minor games, walk to lake, volleyball etc.</td>
</tr>
</tbody>
</table>
| Breakfast Duty/Weather, then all Level Supervision | • At 7:35am go to breakfast with the hospitality team.  
  • Select and work with 2 hospitality students to collect the weather recordings.  
  • Help students to fill out the weather recording sheet and prepare for their summary to present to all.  
  • Have breakfast with the hospitality team. You must be ready to leave the dining room when the first student finishes their breakfast and leaves the dining room to continue supervision. |
| All Level Supervision then Breakfast with Group | At 7:35am actively supervise students on all levels. Then 5 minutes before breakfast, collect students and get them to line up outside of the dining room ready for their meal.                      |
| Room Check                                 | At 8:40am check rooms off using the tick sheet hanging in the foyer, ensuring beds are made, bins emptied and window is open.                                                                                     |
| All Level Supervision then Lunch with Group (Terms 1, 2 & 4) | At 12:00pm actively supervise students on all levels. Then 10 minutes before lunch, collect students and get them to line up outside of the dining room ready for their meal. |
| Lunch Duty then all Level Supervision (Terms 1, 2 & 4) | • At 12:20pm go to lunch with the hospitality team.  
  • Help them set up and then have your own meal. You must be ready to leave the dining room when the first student finishes their lunch and leaves the dining room. |
| Time Out                                   | From 4:30 until 7:15pm relax, go for a walk, have a power nap, grab a coffee, check your emails etc. You will need to eat dinner with the group at 6:00pm.                                                      |
| All Level Supervision then Dinner with the Group | At 4:30pm actively supervise students on all levels. Collect students and gather them in the rec room at the nominated time from the Bogong night teacher.                                                        |
| Dinner/Weather/Garden then all Level Supervision | • At 5:20pm go to dinner with the hospitality team  
  • Select and work with 2 hospitality students to collect the weather recordings. Help students to fill out the weather recording sheet and prepare for their summary to present to all.  
  • Assist delegated students with Garden maintenance  
  • Be one of the first to have your own meal. You must be ready to leave the dining room when the first student finishes their dinner and leaves the dining room. |
| Supervision of all Levels                  | At 9:00pm actively supervise all levels till 9.30pm                                                                                                                                                           |
| Supervision of all Rooms                   | At 9:30pm actively supervise the Fainter Lodge rooms till 10.00pm                                                                                                                                              |
Outdoor School Bogong Programs

IT’S UP TO ME - BASE AND CAMPOUT
Students will have the opportunity to:

1. Develop awareness and management of themselves and their capacity to make responsible decisions, work and learning more effectively.
2. Challenge and extend themselves in a range of environments, enabling students to develop a knowledge and understanding of the alpine and sub-alpine environment.
3. The overnight campout component involves students being in a temporary community environment, developing the skills to be living in an independent way.

WORKING TOGETHER - BASE AND CAMPOUT
Students will have the opportunity to:

1. Develop student’s knowledge and ability to work in a team with activities biased towards the development of both social awareness and social management
2. Develop an understanding of others, establishing positive relationships, working effectively in a team and managing challenging situations.
3. Develop a knowledge and understanding of the alpine environment, as activities are located in Bogong Village as well as the Bogong High Plains area.
4. The overnight campout component involves students in a temporary community environment, developing the skills and knowledge to effectively contribute to the working in this team.

CONNECT
Students will have the opportunity to:

1. Be introduced to the Alpine environment, its characteristics and connection to their home environment. As well as accessing the environment through a variety of Alpine activities including snowshoeing, downhill skiing and cross country skiing.
2. Participate in dry land induction sessions that enable them to gain a thorough understanding of their equipment and how to effectively use it. These sessions also provide background knowledge of the alpine environment and how to self-manage in this area.
3. Develop an understanding of others, establishing positive relationships, working effectively in a team and managing challenging situations.

Please note, whilst this program does involve skiing, it is at an introductory level for students. The teaching given to students in the area of ski skills is quite intensive and comprehensive, enabling them to optimise their access to the alpine environment.

FUTURE MAKERS
Students will have the opportunity to:

1. Develop an understanding of self, responsible decision making, plus managing relationships and learning more effectively.
2. Develop an understanding of others, establishing positive relationships, working effectively in a team and managing challenging situations.
3. Develop knowledge about when and how to use particular strategies for learning and problem solving.
4. Gain a sense of being able to function effectively in an alpine environment, which will lead to an emotional connection.
5. Develop an understanding of the nearby natural environment and the role it plays at a local, regional and global level.
6. Develop some skills to meet the needs of the present without compromising the ability of future generations to meet their own needs.