Teacher Booklet
Winter Programs – Bogong Campus

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

What Will Students Learn At Bogong?

Students will learn to...

CONNECT...

They will have opportunity to:
1. Demonstrate an understanding of the Alps Environment and its connection to home.
2. Learn about climate change and its impact on the Alps.
3. Learn about sustainability behaviours – Sustainable Living Actions (SLA’s).
4. Develop personal and social skills.
5. Demonstrate execution of movement skills and advanced skills during selected complex activities.
6. Participate in recreational and leisure activities that maintain regular participation in moderate to vigorous physical activity.

We believe that each child will succeed through:

<table>
<thead>
<tr>
<th>Links to relevant sections below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergy Action Plan</td>
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<td>Anaphylaxis Action Plan - Anapen</td>
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<tr>
<td>Anaphylaxis Action Plan – Epipen</td>
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<tr>
<td>Asthma Action Plan</td>
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<td>Before Coming to Bogong</td>
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<td>Medical Information Form</td>
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<td>Personal Learning Plan</td>
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<td>Visiting Teacher Duties</td>
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<tr>
<td>When You Are At Bogong</td>
</tr>
</tbody>
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Before Coming You Must Organise

**Letter Home to Parents/Guardians**
- Generate an introductory letter to the prospective student’s parents/guardians.
- Ensure the travel dates and times are incorporated into the document.
- Attach current Bogong consent form.
- Attach current Bogong medical forms.
- Ensure parents and guardians have access to a copy of the Parent/Student booklet. This may be in the form of a hard or soft copy. [http://www.boec.vic.edu.au](http://www.boec.vic.edu.au)
- Ensure students are aware of the relevant Code of Cooperation.

**Student List** (See pages 3-4)
- The form and instructions for this are enclosed.
- We require students in **Room Pairs** with **Ski/Athletic Ability** indicated.
- These must be scanned/emailed or faxed to Bogong two weeks prior to your arrival.

**Bogong Consent Form** (See pages 5-6)
- Must be read by parent/guardians and students, signed by both in conjunction with reading the Code of Cooperation.
- These must be scanned/emailed or faxed to the Bogong two weeks prior to your arrival.

**Bogong Medical Forms** (See pages 7-11)
- These forms must be completed indicating the student and visiting teacher’s current medical status with any information requiring specific attention or treatment (e.g. allergies, medications being taken).
- Asthmatic students/teachers must bring all medications for their condition to Bogong.
- Asthmatic students/teachers must complete the attached Asthma Action Plan.
- Students/Teachers with allergies must complete the attached Allergic Reactions Action Plan.
- Students/Teachers that have Anaphylaxis reactions must complete the appropriate attached Epipen or Anapen Anaphylaxis Action Plan.
- These must be scanned/emailed or faxed to the Bogong two weeks prior to your arrival.

**Parent and Student Winter Booklet** (See website)
- Ensure parents and guardians have access to a copy of the Parent/Student booklet. This may be in the form of a hard or soft copy. [http://www.boec.vic.edu.au](http://www.boec.vic.edu.au)
- Parents and guardians will need access to this information to enable them to make an informed decision around their child’s participation in the program.

**Transport to and from Bogong**
- Using the travel times on the Bogong offer, organise transport to and from Bogong.
- Bogong recommends Falls Creek Coach Services for their reliability.
- Please be aware, the hazardous area beyond Mt. Beauty.

**Alpine Discovery Activity**
- You may access this from our Bogong Learning website at [http://www.bogonglearning.com/](http://www.bogonglearning.com/) link on our website.
- This must be completed by the students to ensure some understanding of the environment before coming to Bogong.
Student List

Parameters around the student list

- 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 activity groups of 10 students (i.e. usually 4 groups of 10 students).
- Students and visiting teachers will be allocated into Groups 1, 2, 3 & 4, and stay in that activity group for the duration of the program and work together throughout the daily activities.
- Of the 40 students attending the program Bogong Campus staff will allocate students into 4 groups on their athletic/skiing ability as indicated by you on the student list, from 1 to 4 across the two schools.
- We generally mix girls and boys together in activity groups of 10
- We also mix students from both schools in groups e.g. 4 - 6 students from each school per group of 10.

Instructions on how to complete the student list

- Fill in student’s first name and surname.
- Place Male or Female in the box for each student.
- Place the Year level in the box for each student.
- For schools bringing 40 students, please fill in two of these forms.
- Please rate and record the skiing ability of each student using the list below.

1. Advanced, very athletic and coordinated, have skied before
2. Intermediate, athletic and coordinated person, may have skied before
3. Basic, not as athletic, may have skied before
4. Beginner, not athletic, never skied before

In drawing up the student 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 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**

### School Name:

### Contact Teacher:

#### Boys

<table>
<thead>
<tr>
<th>Room Pairs</th>
<th>First Name</th>
<th>Surname</th>
<th>M/F</th>
<th>Ski/Athletic Ability 1, 2, 3, 4</th>
<th>Year Level</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair 1</td>
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<td>Pair 2</td>
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<td>Pair 3</td>
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<td>Pair 4</td>
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<td>Pair 5</td>
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<td>Pair 6</td>
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<td>Pair 7</td>
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</tbody>
</table>

#### Girls

<table>
<thead>
<tr>
<th>Room Pairs</th>
<th>First Name</th>
<th>Surname</th>
<th>M/F</th>
<th>Ski/Athletic Ability 1, 2, 3, 4</th>
<th>Year Level</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair 1</td>
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<td>Pair 2</td>
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<td>Pair 3</td>
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<td>Pair 4</td>
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<td>Pair 5</td>
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<td>Pair 6</td>
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<tr>
<td>Pair 7</td>
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Visiting Teacher (Male)

Visiting Teacher (Female)
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.
Outdoor School – Bogong

Parent Consent Form — Valid 2016

Student’s Full Name: ____________________________________________________________

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

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

- Anaphylaxis
  - 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?

- 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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</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 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

This student’s usual asthma signs.

<table>
<thead>
<tr>
<th>Cough</th>
<th>Wheeze</th>
<th>Difficulty breathing</th>
<th>Other (please describe below)</th>
</tr>
</thead>
</table>

Frequency and severity.

<table>
<thead>
<tr>
<th>Daily/most days.</th>
<th>Frequently (more than 5 x per year)</th>
<th>Occasionally (less than 5 x per year)</th>
<th>Other (please describe below)</th>
</tr>
</thead>
</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.

<table>
<thead>
<tr>
<th>Name of medication and colour.</th>
<th>Does/number of puffs.</th>
<th>Time required.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</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): ____________________________

Signature: ____________________________ Date: ____________________________
ACTION PLAN FOR
Allergic Reactions

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
**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.

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When You Are At Bogong

**General Program**

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

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

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

**Cross Country Skiing** (1-2 days)

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

**Downhill Skiing** (1-2 days)

Basic downhill skiing skills are introduced to students. The first day of downhill skiing involves instruction with Bogong staff in the morning and after lunch a 2 hour lesson with the Ski School. One of the schools teachers’ accompanies the group during the ski school lesson.

**Evening Sessions**

A selection is made from the following sessions: Bogong at night; ski gear/skills prep; connect night; future actions; DVD night; night walk; environmental studies talks directed towards the program aim. There may be a night where the visiting staff will be required take an activity session.

**Working with Our Teachers**

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

**Visiting Teacher Survey**

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

**Personal ICT hardware (Phones, Cameras, Music Devices etc.)**

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 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 breeches 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.
**BOGONG WINTER CONNECT - PERSONAL LEARNING PLAN**

*Schools are not required to complete these forms prior to Bogong*

### Personal Details

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Year Level</th>
<th>Gender:</th>
<th>SCHOOL:</th>
<th>Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 / 10</td>
<td>M / F</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Learning Goals

**Alpine Environment**

**Cross Country & Downhill Skiing**

**Personal**

### Sustainable Living Action

*My sustainable living action is:*

What, when, how will I implement it?

**Bogong Teacher comment:**

**Teacher signature:**

**Date:**

### Doing your SLA and Telling Others of your Success

**Have I been doing my SLA at home?**

Yes or No:

Describe your success and challenges

**Let Bogong Know:** It is valuable for others to hear of your efforts, success and challenges

Facebook: Bogong OEC

Instagram: Bogong OEC

Website: www.boec.vic.edu.au
Timetable

Whilst there is sometimes some variation in programs here is a likely daily timetable for your school. You will be emailed your timetable by the Program Manager in advance of your program.

Daily Timetable — Winter Program
A general guide for a typical day at Bogong Campus during winter

<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>Breakfast Hospitality Team</td>
</tr>
<tr>
<td>8:00am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30am</td>
<td>Lodge/room clean up</td>
</tr>
<tr>
<td>8:55am</td>
<td>Morning assembly #2</td>
</tr>
<tr>
<td>9:15am</td>
<td>Depart for Falls Creek</td>
</tr>
<tr>
<td>10:30 – 12:30pm</td>
<td>Skiing</td>
</tr>
<tr>
<td>12:30 – 1:15pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:15 – 3:30pm</td>
<td>Skiing</td>
</tr>
<tr>
<td>3:45pm</td>
<td>Depart Falls Creek</td>
</tr>
<tr>
<td>5:20pm</td>
<td>Dinner Hospitality Team</td>
</tr>
<tr>
<td>6:00pm</td>
<td>Dinner Service</td>
</tr>
<tr>
<td>7:15pm</td>
<td>Evening assembly</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 (VTs) are responsible for the complete supervision of students between lights out 10:00pm and 7:30am the next morning as there are no Bogong staff timetabled on.

There are Bogong staff who reside on site.
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**
- 2 pairs of long pants (tracksuit or thermals for skiing. (NOT jeans)
- 2 pairs of long pants for around school campus
- 2 windcheaters
- 1 pair mittens or gloves
- Sun hat
- Beanie
- 2 pair sneakers/runners
- 2 long sleeve warm shirts or thermal tops
- 2 woollen or ‘polar-fleece’ jumpers (at least)
- 5 T-shirts
- 5 complete changes of underwear
- 5 pair of socks (long and thick - Explorer brand or wool are good)
- 1 pair pyjamas
- 1 warm parka or jacket

**Linen**
- Sleeping Bag for sleeping indoors at Bogong
- 1 pillow
- 2 towels

**Other Items**
- Sunglasses & sunscreen
- Drink bottle
- Torch (small with new battery)
- Personal medical requirements

**Bogong Supplied Gear**
- Fitted sheet
- Waterproof jackets
- Waterproof over pants
- Gloves
- Lunch box and drink bottle
- Day-packs
- Specialist equipment (skis, boots, poles, helmet etc.) are all provided.

**Toiletries**
- Soap, toothbrush, toothpaste, hairbrush

Please Note:
- 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.
- Students are required to bring a cut lunch for their bus trip to Bogong Campus or have money to buy lunch along the journey.
- Recommended pocket money for students is $20 for meals 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 these must remain in the student’s room or given to the visiting teachers. They are only to be used only 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 advised not to bring aerosol propellant cans e.g. deodorant sprays.

Waterproof jackets, overpants, gloves, goggles, lunch box and day-packs are provided for students and visiting staff. All specialist equipment (skis, boots, poles, helmets etc.) are provided.
## Visiting Teacher Duties

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

<table>
<thead>
<tr>
<th>DUTY</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake Up &amp; Assembly 7:00am</td>
<td>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 7:35am</td>
<td>Take students (except hospitality and team) for an exercise activity for about 10-15 minutes. Some possibilities would be run, stretches, walk to lake, volleyball etc. Gather the students in the rec room at 7:55am for breakfast.</td>
</tr>
<tr>
<td>Student Action Team Supervision 7:35am</td>
<td>Collect the Student Action Team clipboard from the boy's noticeboard area. Allocate a team leader to delegate tasks. Students to work through the tasks on the clipboard. Check that jobs have been done well.</td>
</tr>
</tbody>
</table>
| Morning Weather & Breakfast then all Level Supervision 7:35am       | • 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. |
| Room Check 8:40am                                                  | Check rooms off using the tick sheet hanging in the foyer, ensuring fitted sheets are on beds, beds are made, bins emptied and window is open. |
| Time Out 4:30pm                                                    | Your own time. Until 7:15 but you will need to eat dinner with the group at 6:00pm.                                                        |
| All Level Supervision then Dinner with the Group 4:30pm            | Actively supervise students on all levels. Gather students in the rec room at the nominated time and line them up for dinner.                  |
| Evening Weather & Hospitality then all Level Supervision 5:20       | • 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 then Rooms 9:00pm until 10:00pm          | Actively supervise all levels till 10.00pm. Recommended students in own corridors/rooms at 9:30pm, then in their own rooms by 9:45pm, Lights out at 10:00pm. |
General Information

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 to 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 (VTs- 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>03 9589 6266</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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