

Jamboree Heights State School

SCHOOL CAMP AND EXCURSION POLICY



RATIONALE:

Jamboree Heights State School provides a number of opportunities each year for all students to participate in excursions and camps, depending on age, for the following reasons:

- Curriculum enhancement and/or extension
- Personal growth and development
- Leadership skills and development of independence
- Problem solving and team building
- Building stronger rapport and understanding between staff and students

For all **excursions**, all students are expected to wear the full school uniform. At times parents may be asked to accompany the class for additional supervision duties.

For all **camps**, practical outdoor clothing will be preferred. To achieve the goals of the camp parents will usually not be invited to attend unless a **risk management process** indicates the need for parental attendance and support. This assessment would be based on individual student needs along with the type of camp; the camp facilities, security, safety procedures and daily routines; and the geographical distance and nearby city/town resources and services. When parents attend camps, briefings will be arranged so that everyone's role and responsibilities are explicitly outlined, documented and signed off by all parties.

At times, teachers may determine that the **behaviour of a student** may not warrant participation in an upcoming excursion or camp. The teacher will ensure that communication with the student and parent is undertaken well in advance with the possible introduction of a behaviour contract. Should the expectations outlined and/or discussed not be achieved by the student leading up to the camp or excursion then it will be at the **discretion of the Principal** as to the student's participation. Should any student be excluded from a camp or excursion then that student will be provided with an educational program in a host classroom and all monies received to date will be refunded at the request of the parent. Teachers will ensure that any excluded student will not be disadvantaged with regard to curriculum and assessment.

Education Queensland is committed to providing safe and supportive learning environments for its students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities at school or other locations.

School excursions and camps enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. School excursions are well-planned curriculum-related activities that aim to maximize students' learning experiences. All planned school excursions and camps are **approved by the Principal**.

To ensure the health and safety of students and staff, schools are required to proactively manage all aspects of a variation to school routine. The **school's duty of care** to students extends to school excursions and camps, which are integral to students' educational programs. Activities conducted away from school may increase risks and therefore the standard of care required must reflect the increase in **identified risks**.

Schools must be able to demonstrate that activities have been thoroughly planned to ensure that students, staff and others will be **safe** whilst undertaking the activity. Any potential risks must have been identified and managed and there must be a planned response in case of an emergency. The Principal will nominate a **"Teacher-in-charge"** for each camp and excursion and it will be this teacher's responsibility to report daily on the camp progress or to contact the Principal immediately if any concerns arise during the camp or excursion. The Teacher-in-charge will make ongoing decisions about the welfare and management of all students and the camp or excursion in general.

Principals approve all school excursions and camps ensuring appropriate organisation and curriculum relevance taking into consideration:

1. the resources of the school, the needs of the students, the costs involved, and the impact on the total learning program
2. ensure risk assessments are conducted and risk management plans developed and documented for all excursions and camps
3. ensure other specific procedures are followed
4. maintain a register of approved school excursions containing: times, date/s, venue and itinerary, number and year levels of participating students, names of supervising teachers and other assistants, transport, accommodation, meal and first, aid/emergency arrangements, arrangements for students not participating, cost per student, educational aims and planned follow-up activities
5. consult with the school's Parents and Citizens' Association at beginning of school year regarding forward planning of school excursions to gain association's views about proposed excursions
6. inform the Parents and Citizens' Association if further excursions are proposed where the Parents and Citizens' Association meet costs incurred through a school excursion in part or full
7. ensure this arrangement is approved by the association at a duly constituted meeting
8. arrange a program for students remaining at school for the duration of the school excursion, and ensure that adequate teacher supervision is provided
9. ensure that when students are being transported in private vehicles these safeguards are implemented: written consent of parent/caregiver for their child to travel in a privately owned vehicle is received and stored, details of insurance, registration and roadworthy condition of any vehicle to be used by a parent/caregiver agreeing to transport students in a privately owned vehicle are recorded
10. regularly review and update school excursion procedures ensuring they are documented and communicated to relevant staff.

Staff members organising school excursions ensure:

1. appropriate charter permits or survey certificates are held by operators where bus or water transport is used
2. drivers hold a current licence
3. local fire fighting authority is contacted during drought periods to check restrictions on lighting open fires at campsites
4. prior permission is obtained from property owners where private property is traversed.
5. they give timely advice to parents/caregivers and students of details of location, timetable, supervision provided, activities undertaken and anticipated learning outcomes during the school excursion
6. they obtain written consent of a parent/caregiver for all participating students (written consent to be filed as proof of parental permission.)
7. they assess the suitability of venues for the school excursion and apply risk management processes when evaluating health and safety factors of any excursion activity. (If assessment is not possible, advice may be available from district offices, other schools or similar sources that have used the venues.)
8. when excursions involve overseas travel additional procedures listed under Guidelines for International Travel for Official Purposes: Business, Professional Development and School Study Tours should be followed
9. they inform students and parents/caregivers, at an appropriate time, about the venues to be visited, potential hazards and precautions to be taken
10. they choose parents/caregivers to accompany students according to the expertise they have relevant to the activities undertaken and instruct them prior to departure regarding their roles, hazards that might be encountered and precautions taken

11. they undertake risk assessments of excursions and ensure appropriate risk management plans are developed and documented. Contact the relevant Regional Senior Health and Safety Consultant for advice. Factors to consider include: determining adequate supervision of students (for example, the ratio of **at least** one adult to 5 preparatory year students and at least one adult to 10 students for Years 1, 2 and 3 and at least one adult to 15 students for Years 4, 5, 6 and 7), taking into consideration the: age, capabilities and number of students, individual student's educational and behavioural needs, individual student's medical and physical requirements, rationale for the activity, identified risks, adequate instructions for students and supervisors, provision of sufficient safeguards, experience, qualifications and insurance status of commercial excursion organisers if used.
12. they refer to procedures for managing students with medical conditions: see HLS-PR-009: Administration of Routine and Emergency Medication and Management of Health Conditions to ensure adequate precautions are taken and emergency responses are planned
13. the development of an emergency contingency plan under the direction of the principal before embarking on school excursion to ensure that contact can be made expeditiously with planned venue, parents/caregivers, medical authorities or other personnel
14. supervision of all groups during the school excursion
15. completion of all relevant accident report forms in relation to any accidents occurring during a school excursion. Refer to procedures for completing an Injury, Illness or Dangerous Event Report Form (HLS-PR-005: Health and Safety Incident Recording and Notification) or contact the relevant Regional Senior Health and Safety Consultant
16. they report suspected student harm in accordance with SMS-PR-012: Student Protection
17. they carry out follow-up curriculum activities with students where appropriate
18. they review what went well and not so well for the excursion or camp
19. they provide feedback and/or report on the excursion where appropriate.

Parents of children attending school excursions or camps ensure:

1. all permissions and medical details are returned fully completed and signed to the school prior to the event
2. all monies owed (in relation to the camp or excursion) are paid in full prior to the event
3. all medical conditions and proposed management of such conditions are verified by a medical practitioner in writing and delivered to the school prior to the event
4. their child/ren are made aware of the expectations associated to the camp or excursion
5. their child/ren are fully prepared for the camp or excursion and no 'banned' items are in possession of the student/s
6. all contact details are up to date including emergency contact details
7. if providing transport, the vehicle is roadworthy, insured comprehensively, registered, has a seatbelt for every passenger, and is driven by a licensed driver
8. if participating in the event, that no siblings attend the event (unless prior arrangements have been made with the teacher in charge)
9. students arrive on time for departure and are collected on time at the conclusion of the event
10. they hand all medications or medical equipment, money (if requested by the teacher) and mobile phones (if necessary) to the teachers

Cam Wallace.
(Principal)



Jamboree Heights State School

MEDICAL DETAILS, CONSENT AND CONTACTS FORM

Student's Surname: Given Name/s:

Date of Birth: Year Level:

Home Address: Phone:

Father's Work Phone:..... Mother's Work Phone:

Father's Mobile No: Mother's Mobile No:

Email address:

Details of Medical Cover (M.B.F., etc):

Medicare Number: Student's Medicare Individual No:

OR Pension Number:

Is your child to leave camp early? (Sporting fixtures, etc) YES / NO

If so, person collecting child - Name: When:

Is the child returning to camp? YES / NO When:

Family Doctor:

Emergency Contact and Phone Number:

My child **does not** have any known medical conditions.

My child **has** the following known medical conditions:

Medical Condition 1:	
Medical Condition Category:	
Symptoms: <i>(Include specific medical condition name if known and any symptoms school should look for)</i>	
Management: <i>(Include any special instructions the school should follow with regard to this condition)</i>	

Medical Condition 2:	
Medical Condition Category:	
Symptoms: <i>(Include specific medical condition name if known and any symptoms school should look for)</i>	
Management: <i>(Include any special instructions the school should follow with regard to this condition)</i>	

Medical Condition 3:	
Medical Condition Category:	
Symptoms: <i>(Include specific medical condition name if known and any symptoms school should look for)</i>	
Management: <i>(Include any special instructions the school should follow with regard to this condition)</i>	

If your child has additional medical conditions please attach details of all medical conditions.

Is there any reason, other than already listed, which would prevent your child from participating in any of the activities outlined in the information sheet? YES / NO

GIVE DETAILS:

.....

.....

.....

I certify that, to the best of my knowledge, my child has not been in contact with any infectious disease for the past four (4) weeks, and that he/she is not suffering from scabies, impetigo, or other ailments which are likely to be detrimental to members of camp.

I hereby authorise the Principal, or his representatives, to obtain such medical attention as may be deemed necessary, and I understand that I am responsible for the costs. I further authorise qualified practitioners to administer anaesthetic and blood transfusion if the necessity arises. I am aware of the program and type of activities that my child shall be participating in, and hereby give consent for my child, named on this form, to attend the Excursion or Camp.

Signature of Parent/Guardian: Date:

REQUEST TO ADMINISTER MEDICATION AT SCHOOL

clever • skilled • creative

School Name: _____
 Student Name: _____ Date of Birth / /
 Allergies: _____ Year Level: _____

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

Name of medication	Strength (eg 10mg)	Dosage (eg 1 tablet)	Route (eg oral, via PEG)	Time/s to be given at school	Time/s given at home	Other useful instructions or information

Parent/Carer

Print name: _____

Signature: _____

Date: _____

I hereby request that school staff administer the necessary medication to my child while at school.
 I agree to notify the school, in writing, if there are any changes in the above medication.

Authorising Practitioner

Print name: _____

Phone: _____

Signature: _____

Date: _____

NOTE:

For **school staff** to administer over-the-counter medication, **authorisation is required** from a medical practitioner

The following points are for security and safety purposes, and are requirements of the [Health \(Drug and Poisons\) Regulation 1996 \(Qld\)](#).

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student's name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist

