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DEPARTMENTAL POLICY: OUTDOOR ADVENTURE ACTIVITIES - POLICY AND MANDATORY PROCEDURES.

PUBLISHED: 2004
CONTACT: Schools Directorate
RELATED POLICIES
Accidents - Schools and Other Workplaces
Critical Incidents Planning for Schools
Excursions Policy and Mandatory Procedures
First Aid
Health, Physical Education and Sport Policy and Guidelines
Overseas Excursions Policy and Mandatory Procedures
Parental Contributions to School Finances
Sun Protection

SCHOOL POLICY: This policy replaces Outdoor Adventure Activities Policy & Mandatory Procedures published 1998.

This policy must be read in conjunction with the Mandatory Procedures for Outdoor Adventure Activities

1 PURPOSE
These procedures outline the standards for outdoor adventure activities. They aim to minimise danger inherent in outdoor adventure activities and promote safe procedures relating to the management of students in remote, rugged or potentially hazardous urban, water, bush and other outdoor environments.

2 DEFINITIONS
2.1 Outdoor adventure activities are activities which potentially place students at a higher level of risk than is usual at school either because of the nature of the activity e.g. rock climbing, canoeing, skiing, or the area in which the activity takes place e.g. remote setting, river or mountain environment or likelihood of bad weather.

2.2 Remote is more than thirty minutes access to a fixed line telephone and/or more than twenty minutes from vehicle access; and/or greater than one and a half hours delay for medical assistance.

2.3 Non-Remote is generally within 30 minutes of a fixed line telephone, within 20 minutes of vehicle access and closer than one and a half hours delay for medical assistance.

2.4 Teacher in charge refers to the teacher nominated by the principal to organise the outdoor adventure activity and to have ultimate responsibility and therefore authority while the activity is in progress.

2.5 Leader is the person with the qualifications and/or experience to implement the activities. The leader may or may not be a teacher.

2.6 Accompanying adults include teachers, school administrative staff, parents, activity leaders and community members known to the school and of good character.

2.7 Legal duty of care requires that teachers should take all reasonable measures to ensure the safety of any school student under their care. This duty of care will arise whenever a student/teacher relationship exists.

2.8 Parent(s) is inclusive of those with parental responsibilities and guardians.

2.9 Informed consent means that parents give agreement to their child participating in an activity after they have been made aware of the details of the activity and the risks and costs associated with it.

3 POLICY STATEMENT
The department is committed to providing quality education for all students regardless of individual differences to enable positive educational outcomes for each student and:
- will ensure that, where outdoor adventure activities are provided, they will be conducted with regard to the safety of students in situations of potential risk
- recognises the role of parents relating to their child’s participation in outdoor adventure activities.
4 RESPONSIBILITIES

4.1 It is the responsibility of the principal to ensure that:

- approval for the conduct of outdoor adventure activities is given by the principal or their delegate with reference to the Excursions Policy & Mandatory Procedures
- all participating teaching staff know and adhere to the requirements of the Outdoor Adventure Activities Policy & Mandatory Procedures and other relevant departmental and school policies, supervision requirements and safety procedures
- all requirements contained in the School Management Manual (Volume 2 FM 74 6.200 and other relevant areas) for planning and accounting for monies are met
- staff are made aware that the ACT Public Sector Management Standards (Standard 4, Ethics) require that officers must not drink alcohol while on duty. ‘Hours of duty’ include when students are in the care of teachers. This includes school excursions or any school activity that is held outside ordinary school hours
- taking into account all the circumstances of the activities, consideration is given to the requirement for gender balance in non-remote locations
- all teaching staff are aware that if they arrange an outdoor adventure activity without ensuring departmental policy is followed, they could be individually liable in the event of an accident. In such circumstances staff may not be afforded the department’s protection under the principle of vicarious liability i.e. where an employer bears the cost of damages resulting from an employee’s negligence. Similarly, staff may not be covered by workers’ compensation if they are injured while involved in an outdoor adventure activity which does not have the official approval of the principal
- before the planned excursion is undertaken, precautions are taken in relation to the safety of the participants and that supervision will be adequate in relation to the number and needs of students, their maturity, anticipated behaviour and the activities planned
- they hold copies of emergency contacts and procedures, and contingency plans (refer to Critical Incident Planning for Schools Policy).

4.2 It is the responsibility of the teacher in charge to:

- know the requirements of the Outdoor Adventure Activities Policy & Mandatory Procedures and, where relevant, Excursions Policy & Mandatory Procedures, and to ensure that all relevant procedures are followed
- ensure the signed Application for Approval of Outdoor Adventure Activities form (see attachment 1 of the mandatory procedures), together with all relevant details of the outdoor adventure activity, is lodged with the Director (Schools) at least three clear weeks prior to the activity
- gain informed consent by ensuring that the parental information, medical and consent forms are issued, completed and returned prior to the outdoor adventure activity (see Mandatory Procedures - Parent Consent & Medical Forms)
- develop emergency contacts and procedures for all outdoor adventure activities. All members of the group must be briefed accordingly. Copies of these contacts and procedures must be taken on the outdoor adventure activity. A copy must be left with the principal.
- ensure that a contingency plan is developed in case conditions become adverse. Contingency plans must be stated on the Application for Approval of Outdoor Adventure Activities form and a copy left with the principal
- ensure that students’ current medical requirements and/or other needs are recorded and provided for, and medical forms are carried on the activity
- ensure that on overnight outdoor adventure activities, girls and boys are not accommodated in the same rooms/tents
- ensure a minimal impact environmental code is adopted

in respect to staff and accompanying adults

- ensure that a leader has the qualifications and/or experience to lead the specific activity as detailed under each individual activity and that they have the competence to lead and manage the group
- ensure that at least one accompanying adult, not a student, has a recognised current first aid certificate and that a first aid kit is carried. For remote settings it is strongly recommended that at least one accompanying adult, not a student, has a current Wilderness, Outdoors or Remote Area first aid certificate.
- ensure that accompanying adults are appropriately qualified and/or experienced and are advised of their responsibilities, relevant departmental and school policies, and safety procedures
- ensure that accompanying adults act with due care and in good faith in assisting teachers carry out their duty of care
- ensure that staff and accompanying adults are made aware that the ACT Public Sector Management Standards (Standard 4, Ethics) requires that officers must not drink alcohol while on duty. ‘Hours of duty’ include when students are in the care of teachers. This
includes school excursions and any school activity that is held outside ordinary school hours

in respect of students and parents
• ensure that for student only outdoor adventure activities, students have the capabilities, including first aid training, to successfully undertake the activity
• ensure that students are only exposed to challenges, either imposed by the environment or by the task, that are appropriate to their physical skills and emotional well being
• ensure that students over 18 years of age are asked to indicate in writing their preparedness to accept the recommended procedures and supervision necessary for the safety and comfort of the group
• ensure that students and parents are aware of supervision and transport arrangements
• advise the owner and/or driver, where private or hire vehicles are used, to have appropriate cover as highlighted in 9.2 of the Mandatory Procedures.

4.3 It is the responsibility of all school staff to exercise their duty of care throughout an outdoor adventure activity and ensure that departmental and school policies are followed.

5 SUPERVISION REQUIREMENTS
5.1 A minimum of two adults including at least one teacher must accompany the group. There must be one adult with sufficient expertise and experience to take over from the teacher in charge/leader if necessary to ensure a safe conclusion to the activity.

5.2 The teacher in charge should inform students, parents and accompanying adults about arrangements for supervision. Supervision arrangements may vary in cases of special student only expeditions such as the Duke of Edinburgh Award. The age and maturity of the students must be considered.

5.3 The supervision ratios given under each activity must be followed.

5.4 Administrative staff, parents, activity leaders and other accompanying adults may be used to meet the supervision ratio provided that the principal is satisfied there are sufficient teachers to maintain adequate control of the whole outdoor adventure activity and to control each individual activity. Where possible teachers should comprise at least half the accompanying adults.

5.5 At the discretion of the principal and the teacher in charge/leader the number of adults may at times need to be higher than in the stated ratio because of:
• age, experience or capability of the students
• combined experience or expertise of the staff
• nature of the area in which the activity is to be conducted.

5.6 Gender balance

Overnight Activities
• For mixed groups of boys and girls both genders must be represented amongst the accompanying teachers.
• For groups of either all boys or all girls, there must be at least one teacher of the same gender as the students.
• When teaching staff numbers are limited an administrative staff member, parent or those members of the community who are known to the school, are of good character, are over the age of 18 years and have relevant qualifications and/or experience may be used to meet the gender balance requirement. Responsibility for and control of the outdoor adventure activity remains with the teaching staff.

Day Trips
• The supervision ratios for individual activities are to be adhered to.
• Gender balance is required for outdoor adventure activities into remote locations.
• Gender balance is not required for outdoor adventure activities in non-remote locations unless the principal, taking into account all the circumstances, considers it necessary.

5.7 If the total group undertaking the activity is split into smaller independent subgroups for any length of time then each subgroup must conform to all criteria in these procedures eg. adequate ratios, presence of a suitable leader, etc. In effect, a single activity could have several leaders but must be under the responsibility of the one teacher in charge.
MANDATORY PROCEDURES FOR OUTDOOR ADVENTURE ACTIVITIES

1 CONSULTATION
These procedures are the result of research into published documents and consultation with education departments in other Australian States and consultation with ACT principals, teachers and relevant sporting and outdoor organisations.

2 PRINCIPLES
2.1 Outdoor adventure has the potential to be a dynamic form of education. It includes activities with apparent or potential risks as opposed to those which present actual dangers. Learning is enhanced by the exciting and enjoyable nature of the activities.

2.2 Schools may offer outdoor adventure activities to students who are well prepared and ready. Such activities must be organised with regard to the safety of students in situations of potential risk. The risks include:
- travel by a group into a remote area
- less than normal contact, in person or by telephone, to medical and other public services
- exposure of the group to the natural elements with less than the normal physical protection provided in day to day life
- confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day to day life
- outdoor adventure activities involving such activities as bushwalking, abseiling, rock climbing, canoeing, skiing, cycling, horse trekking, overnight camping, sailing and swimming.

2.3 It is the potentially hazardous elements and often the remoteness of the settings of outdoor adventure activities which set them apart and necessitate special precautions for the safety of participants. Staff must be prepared by qualification and/or experience and be committed to safe practice.

2.4 The goals of outdoor education extend beyond the teaching of skills and encompass direct positive interaction of participants with the environment.

3 PARENT CONSENT AND MEDICAL FORMS
3.1 Notification of Category A excursions must be sent to parents.

3.2 Category B excursions. Full details of each excursion, together with the consent form, must be sent to parents to complete and return to the school prior to the excursion (see Attachments for sample form/s).

3.3 On sequential excursions of a similar nature, multiple parent consent and medical forms are not required for Category A and B excursions. Parents must advise of any changed medical requirements and/or other needs.

3.4 Category C & D excursions. Full details of each excursion or series of related excursions, together with the consent and medical forms, must be sent to parents to complete and return to the school prior to the excursion (see attachments).

3.5 While the use of a consent form does not absolve schools and teachers from liability as a result of an act of negligence, it is evidence of care and parent awareness to have forms completed, returned to the school and retained on file. In the event of an accident, these forms should be attached to the accident report and forwarded to Industrial and Legal Section (refer to Accidents - Schools and Other Workplaces policy).

4 SAFETY & OPERATING PROCEEDURES
4.1 It is important to make periodic checks eg. by counting the students, for the safety of each individual involved in any activity. It is recommended that a buddy system be set up among the students to operate at any appropriate time.

4.2 Local and, where appropriate, interstate authorities are to be notified both prior to departure and on return. Authorities may include rangers, police, bushfire council and landowners.

4.3 Where possible schools are to be advised of any unexpected delays in returning from outdoor adventure activities to enable families to be informed of the late return.
5 **BANNED ACTIVITIES**

It is considered that some activities are not appropriate for school/college organised outdoor adventure activities. The following, therefore, are banned:

- bungee jumping
- gliding
- hang gliding
- ice climbing
- ocean rock fishing - from rocks subject to ocean swells
- sky diving
- snow tobogganing
- the use of other than purpose designed craft on moving or whitewater eg. inner tubes
- cave diving using SCUBA.

6 **OTHER ACTIVITIES NOT LISTED IN THE MANDATORY PROCEDURES**

The *Mandatory Procedures for Individual Activities* cover a range of activities pursued by schools in the ACT. Additional guidelines and revisions will be issued from time to time, either on request or because new developments are recognised. Schools wishing to conduct activities not listed in this policy and not included in the banned list at Section 5 above, must contact their Director (Schools), giving full details of the proposed activity. Their written approval must be obtained before proceeding with the activity.

7 **ACCIDENTS**

Reference must be made to the *Accidents - Schools and Other Workplaces* policy and the procedures followed in the event of an accident. In serious cases where medical attention is obviously necessary and a parent is not available, the teacher in charge should send for an ambulance or a doctor whichever is appropriate, or arrange transport to the nearest or most convenient medical facility. The choices stipulated by the parent on the medical information form should be respected where possible. Parents must be advised as soon as practicable of action taken in an emergency.

8 **USE OF TRANSPORT**

8.1 On each occasion informed parental consent must be given in writing for their children to travel by public transport, government-plated and private plated buses, or by private car driven by a staff member, parent, other adult or student. See also section 9.6 below.

8.2 Where private or hire vehicles are used, the owner and/or driver is responsible for ensuring they carry the required driver’s licence, that the vehicle is appropriately registered and insured, is roadworthy, and that loading does not exceed the seat belt provision of the vehicle.

8.3 Students’ vehicles should only be used if the driver has a current driver’s licence. If a student driver has not attained the age of 18 years parents must consent in writing to the vehicle being used to transport other students.

8.4 For bus transport the registered carrying capacity must not be exceeded.

8.5 The Roads and Transport Branch of Department of Urban Services, advises that the person in charge of the vehicle must ensure that every child travelling in a private vehicle is using a suitable restraining device. It also recommends that children under eight years of age should be restrained in the rear seating positions first. A front seat should only be used by a child when all of the rear seating positions are already occupied by children. In these circumstances the largest child should be seated in the front.

8.6 **Contracting coach services for excursions**

- Schools should ensure that coach operators who are contracted for excursions are licensed to operate buses in the ACT. The onus is on the school to know whether the company has an appropriate licence. *Note:* Students and staff on buses without an appropriate licence are not covered by third party insurance. Moreover schools may be abetting an offence where, knowingly or ignorantly, an unlicensed operator is contracted.

- Buses with a licence to operate in the ACT may be identified by ‘MO’ plates which have black lettering on a yellow background. Companies are also issued with a specific document. The Registrar of Motor Vehicles will advise on a company’s status where there is doubt.
9 INSURANCE

The Territory self insures its public liability risk i.e. where necessary it meets claims of this nature from its own budget. The Territory has also taken out commercial catastrophe insurance to protect itself from very large claims.

9.1 Students. ACT government schools and programs do not carry any insurance for injury, disease or illness to students resulting from school activities or school organised excursions. The department is its own insurer and would have to be proven negligent before compensation was paid should a student sustain an injury during a school organised activity. Parents should be advised to consider whether they need to take out personal insurance cover for students. This insurance might cover contingencies such as medical/hospital expenses, ambulance transport outside the ACT, cancellation of transport/accommodation, or loss of/damage to luggage.

9.2 Staff. Staff are afforded the department’s protection under the principle of vicarious liability (i.e. where an employer bears the cost of damages resulting from an employee’s negligence) when on duty and following departmental policy during school organised activities. Staff of the department are covered by workers’ compensation if on duty at the time of an accident. All staff undertaking school excursions approved by the principal are deemed to be on duty.

9.3 Contractors/Consultants. Contractors and consultants such as leaders and resource persons are not covered for insurance purposes. The school should advise contractors to ensure they have workers’ compensation, public liability, personal accident and professional liability cover sufficient for the nature of the work they are undertaking (see School Management Manual).

9.4 Volunteers. The ACT government has limited public liability and personal accident insurance cover for volunteers in the service of the Territory. This does not include personal property insurance. Certain exclusions apply without prior agreement, including pop and rock concerts, motor sports and competitive sporting events. Details are in the School Management Manual and can be made available upon request. Chapter 7, Standard 2 of the Public Sector Management Standards provides guidance on the use of volunteers.

9.5 Non-participants. Persons at a school organised activity who are not participants in the activity (e.g. siblings, friends, grandparents) are not afforded insurance cover by the department for public liability or personal accident.

9.6 Public transport/Hire cars or buses. The department does not provide insurance cover in respect of the use of public transport or private vehicles. Where private or hire vehicles are used, the owner and/or driver must ensure that they carry the required licence and that the vehicle is registered and roadworthy. Owners/Drivers need to ensure the insurance cover is valid and appropriate for the excursion and that loading does not exceed the seat belt provision of the vehicle.

9.7 Ambulance transport. Parents should be made aware that free ambulance transportation for students injured while under supervision at school or in a school-related situation only applies within the ACT. They should be reminded to check their health cover for ambulance transportation outside the ACT.

Attachments
1. Application for Approval of Outdoor Adventure Activity
2. Activity Information for Parents - sample of letter to parents with activity details
3. Activity Information for Parents - sample permission note to parents
4. Activity Information for Parents - sample letter to parents for medical information
5. Medical Information Form
6. Duke of Edinburgh’s Award Notification of Expedition Form
7. Duke of Edinburgh’s Award Bronze Level Expedition Training Camps - Nomination Form for Participants
APPLICATION FOR APPROVAL OF OUTDOOR ADVENTURE ACTIVITIES

To be completed in full and faxed with all attachments to the PE and Sport Unit on 6205 7800 at least THREE WEEKS prior to the proposed activity.

COPYES OF ALL CORRESPONDENCE TO PARENTS AND STUDENTS MUST BE ATTACHED

School: ........................................................................................................ Year Level(s): ........
Destination: .......................................................... Date(s): .................................
Number of Students Participating: Male: ............ Female: ............ Total: ............
All adults accompanying this excursion must be listed: Gender
Teacher in Charge: ................................................................. ………………
Supervising Teachers:
Name: ........................................................................................................
Name: ........................................................................................................
Other Accompanying Adults:
Name: ........................................................................................................
Name: ........................................................................................................
Name of Qualified First Aid Person(s): .................................................. ………………
Transport Arrangements: ...........................................................................
Approximate Cost of Excursion Per Student: $................
Educational Activities/Outcomes: .....................................................................
........................................................................................................
........................................................................................................
........................................................................................................
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<table>
<thead>
<tr>
<th>Outdoor Adventure Activity</th>
<th>Name of Leader</th>
<th>Supervision Ratio</th>
</tr>
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<tbody>
<tr>
<td>1. .................................</td>
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<td>2. .................................</td>
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<tr>
<td>3. .................................</td>
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</tbody>
</table>

If more activities are planned please attach a separate sheet.
TEACHER IN CHARGE DECLARATION

- I have attached the following documentation:
  - Safety and emergency contingency plan
  - Current first aid certificate of the designated first aid officer
  - A curriculum vitae of the activity leaders (and the teacher in charge) listing all relevant experience or a copy of the recognised qualification (if not already provided)
  - If activity is taking place at a remote location (see definition in policy) provide details of this and supply map of area
  - Details of the major learning outcomes and relevance to the curriculum
  - Reasons for choice of location
  - Evidence of the currency and adequacy of the suppliers’ public liability insurance coverage (if activities are being provided by an external supplier or being conducted at facilities managed by an external supplier)
  - Group preparation requirements (Outdoor Adventure Activities Policy & Mandatory Procedures)

- I acknowledge that all relevant student information, including parental and medical consent forms, must be in my possession prior to the commencement of the excursion.

Signature: ……………………………………… ………Date: ………………………………..

Principal's Checklist

- Excursion details to parents and students
- Medical Consent Forms to parents and students
- Gender balance met
- Supervision/Qualifications requirements met
- Relevant safety and emergency procedures in place
- Attachments checked
- Group preparation requirements noted

Certification: These activities are being carried out in accordance with the Outdoor Adventure Activities Policy & Mandatory Procedures.

Principal’s Signature: ……………………………………… Date:………………

Approved:

Executive Officer, PE and Sport Unit: ………………………………… Date: ………………………
Director, School Operations:…………………………………… Date:…………………………
OUTDOOR ADVENTURE ACTIVITY INFORMATION FOR PARENTS

Template Letter to Parents with Activity Details

Dear Parent/Guardian

The following details relate to an outdoor adventure activity to ...............................................................
which is being organised for ................................................  (name the class or group).

Include the following details as appropriate:

- times and dates of departure and return
- activity outline
- destination
- map of the area for all outdoor adventure activities
- mode of travel and route, including supervision available
- purpose of the activity including planned outcomes for students
- nature of activities to be undertaken eg. swimming, bushwalking, etc
- accommodation arrangements (if applicable)
- name of the teacher/s in charge
- names of leader/s and accompanying adults
- equipment and clothing needed
- food requirements
- degree of difficulty
- full details of cost including refundable and non-refundable monies as set out in the School Management Manual
- special rules applicable to the activity
- procedures for dealing with unacceptable behaviour. These procedures should include the possibility of exclusion and return home of students.
- means of contact with the group
- emergency contacts and procedures in the event of a critical incident.

Include the following paragraphs:

Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.

Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

Attach and request that the Medical Information Form be completed where appropriate.

Where swimming/water activities are involved, request approval for the student to take part in the activity.

In the case of travel by private car, include where appropriate:

It is the responsibility of the driver to ensure that he/she carries the required driver’s licence, that the vehicle is appropriately registered and insured, is roadworthy, and the number of passengers does not exceed the seat belt provision of the vehicle.

Yours faithfully

Principal
Date
I give permission for my child .................................................................
to take part in the ...................................................................................
outdoor adventure activity from ........................................ to .................... (date/s).

The following paragraphs MUST be included:

The Department of Education and Training does not provide any insurance cover for
injury, disease or illness to students resulting from school activities or school
organised excursions. You should be aware that there is no insurance cover for
personal injury if your child is injured during the activity/excursion and should
consider whether taking out personal insurance cover for your child is warranted.
This insurance might cover contingencies such as medical/hospital expenses,
ambulance transport outside the ACT, cancellation of transport/accommodation or
loss of/damage to luggage.

If the provider of the service or activity has requested that you sign a waiver or
disclaimer statement, the department recommends that you consider carefully any
risks involved before proceeding and if in doubt seek additional advice.

Include where necessary:

• authorisation for the teacher in charge to make arrangements for the welfare of
  the student (including medical or surgical treatment) in an emergency
• agreement to meet the costs associated with any emergency arrangement made
  by the teacher in charge - free ambulance transportation only applies in the ACT
• agreement that the student will be under the authority of the school for the
duration of the activity, and that the teacher in charge is authorised to return the
student home at the expense of the parent/guardian if the teacher in charge
considers that circumstances warrant such action
• agreement by the parent/guardian to the student travelling by private car, driven
  by a staff member, parent or student, as the case may be
• request for information about current medical requirements and/or other needs of
  the child relevant to the activity
• request the Medical Information Form be completed and returned to the school.

Full name of parent/guardian (please print):
...................................................................................................................

Signature of parent/guardian: ................................................ Date: ......................

Continued over page
Include where appropriate:

1. **Swimming & Water Activities**
   I agree to my child taking part in swimming/water activities associated with the excursion.

   Please provide details of any special requirements necessary for the student to participate in swimming/water activities
   ............................................................................................................
   ............................................................................................................

   Signature of parent/guardian: ......................... Date: ..................

2. **Transport**
   I can/cannot assist with transport (print name)
   ............................................................................................................

   (If a student driver has not reached the aged of 18 years a parent/guardian’s consent must be given in writing.)

   I agree to the above student using his/her vehicle for transport. I am aware that it is the responsibility of my son/daughter to ensure that he/she holds a current driver’s licence, that the vehicle is appropriately registered and insured, is roadworthy, and the number of passengers does not exceed the seat belt provision of the vehicle.

   Signature of parent/guardian: ................................. Date: ..................

This form requests information about students which will be held by the school. This information may be disclosed to government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Department of Education and Training.
LETTER PARENTS/CARERS
GENERAL MEDICAL INFORMATION AND CONSENT FORM

Dear Parents/Carers

I am attaching a General Medical Information and Consent Form and request that you complete and return it to the school as soon as possible.

The information you are requested to give on the attached form will be used to record the student's medical, accident and other details. The contents and use of this form meet the requirements of the Privacy Act 1998(Cwth) and will be treated as confidential. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency.

You have the right to keep certain medical information private, provided that the omitted information will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on the form is accurate and current, you are requested to advise the school immediately of any changes. You will also be asked to complete a new form at the beginning of each school year.

Management of Medical Conditions
The department is committed to providing a safe and healthy environment for students. While school staff have a duty of care to students to provide first aid assistance when required, parents will be aware that schools cannot be responsible for the general management of medical conditions.

In special circumstances, staff may be able to assist with the administration of medication. In these cases, departmental policy requires principals to ensure that a comprehensive written authority is obtained from the student's parents and also seek from them a written statement from the student's doctor authorising a member of staff to administer the prescribed medication.

First Aid Plans for Anaphylaxis, Asthma, Diabetes and Epilepsy
You are asked to indicate on the attached Medical Record form if the student suffers from any of these conditions. For students who are known sufferers of asthma, anaphylaxis, diabetes or epilepsy, Emergency Treatment Plans must be completed, signed by both parents/carers and the student’s doctor and provided to the school. Proformas for these plans are available at the school’s front office. In the absence of a written and signed Emergency Treatment Plan, only standard first aid can be given in an emergency.

Emergency Treatment of an Asthma Attack
Please read this section carefully and seek clarification from your family doctor if necessary.

These plans will be followed where students require first aid treatment for their condition. If the student should suddenly collapse at school and/or have difficulty in breathing, as with all medical emergencies, professional help will be sought immediately.

Where indicated, a bronchodilator inhaler device (“puffer”) will be administered while awaiting medical assistance, whether or not the student is known to have a pre-existing asthma or other health problems. This treatment could be life saving and ACT Health (Department of Thoracic Medicine, The Canberra Hospital) advises that bronchodilator inhalers are safe and are accepted as a first line therapy to be used in the emergency procedures for asthma.
Anaphylaxis – Administration of Adrenaline by EpiPen or Similar Device
If your child suffers from anaphylaxis, you should obtain a written Anaphylaxis Treatment Plan signed by your doctor and yourself as parent or carer. In the absence of a written and signed Anaphylaxis Treatment Plan, only standard First Aid can be given in an emergency and staff will be unable to administer adrenaline. If your child is given adrenaline to treat an isolated anaphylaxis attack, it can help the anaphylaxis and is unlikely to cause any significant side-effects.

Medical Services for Students attending ACT Government Schools
ACT Health advises that the following arrangements apply to students in ACT Government Schools involved in school accidents requiring ambulance transportation and/or treatment in accident and emergency sections of either public hospital in the ACT.

Ambulance Transportation
Students injured while under supervision at school or in a school-related situation are transported free of charge to the emergency section of either public hospital in the ACT. Parents and guardians of students who participate in excursions and other school trips outside the ACT should note that free ambulance transportation only applies in the ACT.

Casualty Treatment
1. Under the Medicare arrangements no charges are raised for services provided at the accident and emergency sections of ACT public hospitals.

2. If a student is subsequently admitted to hospital after receiving treatment in the accident or emergency section, s/he will be automatically classified as a Medicare patient and no charge will be raised.

3. If you elect to have the student treated by a doctor of your choice, a hospital charge will apply. The doctor may also charge for their services. You are advised to have medical insurance if you wish to choose this option.

Your cooperation in completing and returning the attached form promptly would be appreciated.

Yours faithfully

Principal
This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on a category C & D excursion, overseas excursion, sports and all outdoor adventure activities. A copy of each student’s form must be taken on the excursion.

The department collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at your child’s school and will be made available to staff of the school and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1998 (Cwlth). Parents/carers note that in the absence of an Emergency Treatment Plan only standard First Aid should be administered.

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<tr>
<th>Student’s Name:</th>
<th>Date of Birth:</th>
<th>Sex:</th>
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<td>School:</td>
<td>School Year:</td>
<td>Camp/Excursion:</td>
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<td>Parent/Carer:</td>
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<td>Address:</td>
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<td>Contact Telephone Nos - Business Hours:</td>
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<td>After Hours:</td>
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<td>Mobile:</td>
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<td>Mobile:</td>
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<tr>
<td>Other Contact for Emergency:</td>
<td></td>
<td>Telephone No:</td>
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<tr>
<td>Name of Student’s Doctor:</td>
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<td>Telephone No:</td>
</tr>
<tr>
<td>Medicare No:</td>
<td>Private Health Fund:</td>
<td>Membership Number:</td>
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<tr>
<td>Ambulance Fund:</td>
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</tbody>
</table>

NOTE: Parents are responsible for ambulance costs outside the ACT

Please tick if your child suffers any of the following:

- allergies
- blood pressure
- epilepsy
- hayfever
- nose bleeds
- anaphylaxis
- diabetes
- fainting
- headaches
- reaction to drugs
- asthma
- eczema
- fits or blackouts
- heart condition
- sight/hearing problems
- sun screen sensitivity

- other - 

If you have ticked any of the boxes above an Emergency Treatment Plan must be provided. Proforma Plans are available from the school. *NB. Without an Emergency Treatment Plan the school can only provide first aid treatment.*

Date of last tetanus injection: 

Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last 4 weeks? Yes ☐ No ☐

If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion.

Is the student presently taking any medication? Yes ☐ No ☐

If YES, please state name of medication, dosage, etc:

The teacher in charge must be informed about the management of any medication prior to leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labelled with the students name, dosage and frequency of administration.

I consent to my child receiving paracetamol for temporary pain relief? Yes ☐ No ☐

Are you aware of any physical or psychological limitations of your child? Please give details.
Consent to medical attention. In the case of my child requiring medical treatment or in the case of a medical emergency, I consent to the school providing first aid or treatment as outlined in an emergency treatment plan and I further authorise the school, where it is impracticable to communicate with me, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed: .................................................. Parent/Carer Date: .................................
A.C.T. DIVISION
THE DUKE OF EDINBURGH’S AWARD IN AUSTRALIA INC

EXPEDITION NOTIFICATION
To be faxed or posted to the Duke of Edinburgh’s Award office prior to the start of any award program practice or test expedition

Note: If using Kosciusko or Namadgi National Parks please fax a copy to the park headquarters.

Kosciusko National Park Fax: (02) 6456 2291
Namadgi National Park Fax: (02) 6207 2901

Registered Operator: .......................................................................................................... .................

Party Members (attach list if necessary)  Number in party ☐

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
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Award Level: Bronze ☐ Silver ☐ Gold ☐ Practise ☐ Test ☐

Expedition Location: .......................................................................................................... .................

Fire Permit No: ............................................................................................................... ............

Starting Place: ............................................. Time: ............  Date: .........................
Finishing Place: .............................................  Time: ..........  Date: ..................

Campsite Location/s: .................................................................................................................
...........................................................................................................................
...........................................................................................................................
...........................................................................................................................
........................................................................................................................................

Name of Emergency Contact: ...................................................  Telephone No: .....................

.......................................................................................................  Date: ................. ........

Signature of Award Coordinator

Date: ..........................
A.C.T. DIVISION
THE DUKE OF EDINBURGH’S AWARD IN AUSTRALIA INC
Bronze Level - Expedition Training Camps
Nomination Form for Participants

Name: .................................................................................................................................
Address: .............................................................................................................................
.............................................................................................................................................
Telephone: ................................................ Fax: ...................................................
Age: ................................................ Date of Birth: .....................................................

As a parent/guardian of ............................................................... at .................................. school.
I give my consent for him/her to participate in the Duke of Edinburgh's Award Bronze Training
Camps to be held on ..................................................................................................................
and agree to delegate my authority to the staff and instructors involved. I understand that
while reasonable care will be taken by those in charge, activities of this nature involve some
risk.

I authorise staff members and instructors to take whatever disciplinary action they deem
necessary to ensure the safety, well-being and successful conduct of the students as a group,
or individually in the activities.

I authorise the staff or instructors to obtain any medical assistance which they deem
necessary should an accident occur, and agree to pay all medical expenses incurred on
behalf of the above student.

I submit the following medical information on the above student and include details of
limitations which he/she has for the activities concerned.

Heart problems YES / NO Recent illness YES / NO
Respiratory problems YES / NO Drugs required YES / NO
Allergies YES / NO Drug reaction i.e. penicillin YES / NO
Travel sickness YES / NO Other information YES / NO
Blood pressure YES / NO Tetanus injection YES / NO
Recent operations YES / NO Medication used YES / NO

If yes to any of the above please expand. Include details of medications, frequency of use,
etc.

.............................................................................................................................................
.............................................................................................................................................
Emergency contact person: ................................................ Telephone: ................. (h)
Mobile telephone: ........................................................ Telephone: ...................... (w)
Medicare no: .................................. Private health fund/membership no:......................

I understand that all efforts will be made to contact me before medical treatment is obtained if
this is practical. I have seen the information sheet on the bronze training camps.

I have enclosed $ ......................... as payment for the camps. I enclose cheque /
money order.

Please charge my Visa / Mastercard / Bankcard

Name of card holder: .................................................. Expiry date: ...................
Signed parent/guardian: .................................................. Date: ..................
Signed coordinator: .................................................. Date: ...................
Registration forms to be forwarded to:  
The Executive Officer  
The Duke of Edinburgh’s Award  
4/62 Wollongong Street  
FYSHWICK ACT 2609  
Tel: (02) 6280 0525  
Fax: (02) 6280 0526