

5/6 Camp 2021 Cooba Sport and Education Centre Monday 15th –Wednesday 17th March (Week 7)

Every second year our 5/6 students are given the opportunity to take part in a 3 day / 2 night camp. Camp provides a wonderful opportunity for both students and staff to forge strong relationships, challenge themselves, work collaboratively and importantly, have an incredible amount of fun! We would like all 5/6 students to attend and can provide financial assistance as required.

Covid-19 Note: We are mindful that advice related to Covid-19 can change quickly and will keep you informed. We will be following all NSW and ACT public health requirements related to Covid-19. Camp will be cancelled in the event of Cooba being a Covid-affected area. If this was to occur, the cost would be reimbursed and an alternate activity would be sought.

In 2021 we are going to Cooba Sport and Education Centre which is located 2 hours south of Canberra in Berridale (www.cooba.com.au). We chose Cooba for a number of reasons. Importantly, it provides comfortable sleeping quarters and tasty and nutritious meals. Their staff are highly trained and go out of their way to ensure that all students are included in a broad range of fun, exciting and challenging activities. Some of the activities include: the big swing, archery, obstacle course, teamwork initiatives and the low ropes course. Students are encouraged and supported to challenge themselves however the final decision to participate in any of the activities remains with them. We have participated in all of these activities in past years and we ensure that safety and supervision are paramount. We have completed all risk assessments and met all staffing ratios that are required.

Please note - if your child requires any medication to be administered to them at camp, you must outline this in the medical information (pink) form. Staff will not be able to administer medication that has not been outlined in the medical forms. It is important this is disclosed so medication registers can be prepared prior to leaving for camp.

Going on camp requires a great deal of organisation and paperwork. To simplify things we have colour-coded each form and included a checklist below to ensure all forms have been read and completed. Please return the completed forms by **Friday 19th February** to your child's teacher and don't hesitate to contact us to discuss any aspect of camp.

- Permission note (yellow)
- Student behaviour agreement (green)
- Medical information form (pink)
- What to bring form (orange)



Iesha Siotis
5/6 Team leader

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Valuing differences Celebrating learning Achieving together

5/6 Cooba Sport and Education Centre EXCURSION INFORMATION FORM
FEE CODE: COOBA2021

Excursion Details/ Location: Cooba Sport and Education Centre, Berridale NSW
Classes/Year Levels Attending: all 5/6 classes
Date: Monday 15 th March – Wednesday 17 th March
Departure Time: (8:00am on Monday 15 th March)
Return Time: 3:45pm (on Wednesday 17 th March)
Staff Attending/Excursion Coordinator: The 5/6 team and extras from across the school as needed
Transport Arrangements: Cooba Sport and Education Centre will provide bus transportation to and from the camp (all seats have seat belts)
Dress: Please refer to the attached 'what to bring' list.
Cost: \$320 - this covers coach transport to and from Cooba, all meals except morning tea and lunch on the first day and all activities. Please contact the school for any financial support. We would like all 5/6 students to attend.
Additional Information/Requirements: Students will need to bring a labelled water bottle, morning tea and lunch for the first day. Please see your child's teacher or Iesha Siotis if you would like to discuss any aspect of camp.

The ACT Government has provided each school with an equity fund to support student attendance on excursions and participation in school activities where payment is difficult. Please contact the school if you would like to access this fund for your child or organise a payment plan. All requests are confidential.

Where travel is by car pool organised by the school, drivers must have a current licence, vehicles must be covered by registration and comprehensive insurance and the number of passengers must not exceed the seat belt provision of the vehicle.

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.

5/6 Cooba Sport and Education Centre EXCURSION PERMISSION FORM

4th February 2021

Dear Parent/Guardian,

The following details relate to an education excursion to **Cooba Sport and Education Centre**.

I give permission for my child _____

of class _____ to attend the **Cooba Sport and Education Centre** from **Monday 15th March until Wednesday 17th**

March travelling to and from the excursion by chartered bus.

1. I authorise for the teacher in charge to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the costs associated with any emergency action made by the teacher in charge.
2. I agree that should my child's behaviour be such that the teacher in charge considers it warranted to return my child home, this will be done at the expense of the parent/guardian.
3. I agree to my child travelling by private car, driven by a staff member or parent as the case may be, if the need for such travel arises.

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 that may occur on an excursion where, in all circumstances, staff members have not been negligent. Parents should advise children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

I have read the above information and understand what it entails.

FULL NAME OF PARENT/GUARDIAN (Please print) _____

SIGNED PARENT/GUARDIAN _____ **DATE:** ____/____/____

PHONE & EMERGENCY CONTACT NUMBERS OF PARENT/GUARDIAN

This form requests information about students that will be held by the school. This information may be disclosed to government or private medical or paramedical 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 & Training.

PAYMENT INFORMATION- Cost \$320

I enclose \$.....

Type of Payment Cash

Internet transfer

QuickWeb

BSB: 032777

FEECODE: COOBA2021

Account No: 001850

Receipt Number: _____

WHAT TO BRING – Cooba Sport and Education Centre

1) GENERAL ITEMS FOR ALL STUDENTS TO BRING

Essential:

- Linen - 2 sheets (or sleeping bag), pillowslip & bathroom towel.
- General Clothing - You need to bring the usual items - underwear, socks, shirts, pants, etc. Ensure you have enough sets of clothes for 3 days away - always ensure you have an extra set if one gets wet.
- Waterproof jacket if forecast is for rain.
- Shoes (comfortable shoes!) - at least **2** pairs in case one gets wet.
- 2 PLASTIC BAGS - 1 for dirty clothes, 1 for wet clothes/towel.
- Swimmers & Pool Towel – Necessary as we are doing the obstacle course and survivor (thus **2** towels).

2) OUTDOOR PURSUITS GENERALLY

Include the appropriate clothing for the activities being undertaken. They will get dirty. Most clothing is common sense but be **sure to include the following for ALL activities:** -

- Sunscreen - SPF 50+ you can burn very badly in the mountain area. This is an essential item. It is also suggested that a SPF Lip Gloss or something similar be taken
- Warm clothing - layers are best - singlet, shirt, jumper, jacket
- Good footwear - comfortable sport shoes that are well worn in - new shoes can be a danger.
- Windproof Jacket - stopping the wind is essential
- Brimmed hat and beanie - depending on the weather, stopping the sun or the heat loss is very important
- A Water Bottle that does not leak!

Two of the activities we will be completing at camp involve water and mud. Cooba has informed us that students **will** get wet and dirty. They will need:

- Very old clothing and shoes - the clothes will get muddy, wet and be thrown into a bag to take home to lucky parents to wash - shoes must be able to be done up (the type of OLD that means they are able to be thrown out if necessary)
- A good non-leak plastic bag to throw clothes in and tie up till they get home
- Swimmers are needed and **MUST** be worn under the old clothing
- The usuals - warm clothes, towel, brimmed hat, etc.

Optional

- Disposable camera (no electronic devices are to be brought to camp, so no digital cameras / phones)
- Books

What NOT to bring:

- Mobile phones (no reception anyway)
- Lollies
- Gaming devices (e.g. Nintendo 3DS, Switch, etc.)

All items to be clearly labelled

5/6 Cooba Sport and Education Centre
Student Safety and Behaviour Agreement

4th February 2021

Dear Parent/Guardian,

We are thrilled to be taking your child to the Cooba Sport and Education Centre. We recognise that camps such as this provide a rich learning experience that complements our work in the classroom perfectly. To ensure that the camp is a success we are asking that all students attending sign a safety and behaviour agreement form. Please discuss this form with your child and if you have any questions regarding this form or the excursion please don't hesitate to contact the school.

- I agree that I will behave in a safe, courteous and cooperative manner while on camp, always remembering Turner's SCARFF values.
- I will listen to and follow instructions carefully for my own safety and that of others.

I have read the above information and understand what it entails.

FULL NAME OF STUDENT (please print) _____

SIGNED (PARENT/GUARDIAN): _____ **DATE:** ____/____/____

SIGNED (STUDENT): _____ **DATE:** ____/____/____

Excursion Medical Information and Consent Form

Dear Parents

I am attaching an Excursions 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 this form is accurate and current, you are requested to advise the school immediately of any changes that should also be reflected on the General Medical Information and Consent form kept at the school and arrange to update the form.

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 policies require 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 Excursion Medical Information and Consent 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. Free ambulance cover does not apply to students in the Jervis Bay area of the ACT.

Parents and guardians are reminded to check their health cover for ambulance transportation outside 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

Allison Edmonds
4/2/2021

**EXCURSION MEDICAL INFORMATION AND
CONSENT FORM**

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 Directorate 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 (Cwth)*. Parents/carers note that in the absence of an Emergency Treatment Plan only standard First Aid should be administered.

Personal Details

Student's Name:		Date of Birth:		Sex:	<input type="checkbox"/> M <input type="checkbox"/> F
School:		School Year:		Camp/Excursion:	
Parent/Carer:					
Address:					
Contact Telephone Nos					
Business Hours:		After Hours:		Mobile:	
Other Contact for Emergency:				Telephone No:	
Name of Student's Doctor:				Telephone No:	
Medicare No:		Private Health Fund No:		Membership No:	
Ambulance Fund: NOTE: Parents are responsible for ambulance costs outside the ACT.					

Please tick if your child suffers any of the following:

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> allergies | <input type="checkbox"/> blood pressure | <input type="checkbox"/> epilepsy | <input type="checkbox"/> hayfever | <input type="checkbox"/> nose bleeds |
| <input type="checkbox"/> anaphylaxis | <input type="checkbox"/> diabetes | <input type="checkbox"/> fainting | <input type="checkbox"/> headaches | <input type="checkbox"/> reaction to drugs |
| <input type="checkbox"/> asthma | <input type="checkbox"/> eczema | <input type="checkbox"/> fits or blackouts | <input type="checkbox"/> heart condition | <input type="checkbox"/> sight/hearing problems |
| <input type="checkbox"/> other (please specify) | | | | <input type="checkbox"/> sun screen sensitivity |

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 <input type="checkbox"/> No <input type="checkbox"/>
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 that will need to be administered at camp?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please state name of medication, dosage, etc. (Please note: 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 <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any physical or psychological limitations of your child? Please give details.	
Is there any other information which you believe may help us to provide the best possible care?	

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.

Parent / Guardian Name: _____

Signature: _____