

## **ESSEX HEIGHTS PRIMARY SCHOOL** **EXCURSIONS AND INCURSIONS POLICY**

Excursions and incursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. They complement, and are an important aspect of the educational programs offered at the school. An excursion is defined as any activity beyond the school grounds. An incursion is an activity that involves school visitors who provide performance, lesson or service for students. This policy should be read in conjunction with the Essex Heights Primary School Camps Policy where applicable.

### **AIMS**

- To reinforce, complement and extend the learning opportunities beyond the classroom
- To develop an understanding that learning is not limited to school and teachers, and that valuable and powerful learning takes place in the real world or with other people and experiences.
- To provide safe, secure learning experiences for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend students' understanding of their physical and cultural environment.

### **GUIDELINES FOR ACTION**

- All excursions and incursions must be approved by the Principal or his/her nominee.
- Staff wishing to organise an excursion/incursion must complete an Excursion/Incursion proposal form (Appendices B and C) and lodge this for approval. The Principal or nominee(s) will consider the educational outcome of the excursion/incursion as well as the impact on the school.
- The Principal or nominee(s) will ensure that all excursions/incursions, transport arrangements, emergency procedures and staffing comply with Department of Education and Early Childhood Development (DEECD) guidelines.
- The coordinator will ensure relevant details are entered on the daily planner.
- Once the excursion/incursion has been approved, all relevant documentation must be completed by the Coordinator and submitted. For excursions, three weeks prior to the excursion departure date, this includes completing the 'Notification of School Activity' (Appendix F) at [www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp](http://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp)
- The Excursion / Incursion Coordinator (Teacher in Charge) is responsible for completing all necessary documentation (see Table below):

### Excursion / Incursion Documentation Checklist

Document	Detail for what	To Whom	Lodgement Date
<i>EHPS Incursion Approval Application</i>	All Incursions	Principal / AP / Bursar	Four weeks prior
<i>EHPS Excursion Approval Application</i>	All Excursions	Principal / AP / Bursar	Four weeks prior
<i>Approval Proforma for all Excursions and Activities Requiring School Council Approval</i>	All Excursions/ School Camps that require School Council approval	Principal / AP and School Council	Eight weeks prior
<i>Excursion Risk Management Assessment Form</i>	All Excursions and Incursions	Principal / AP	Three weeks prior
<i>DEECD Notification of School Activity (Camps and Excursions)</i>	All Excursions/ Camps except local area	DEECD	Three weeks prior
<i>EHPS Student Medical Form</i>	All Excursions except local area	Health Centre	Three weeks prior
<i>EHPS Excursion and Incursion Notification Form</i>	All Activities	Information / copy to list on previous page	One week prior

- School Council is responsible for the approval of:
  - Overnight excursions
  - Camps
  - Interstate visits
  - International visits
  - Excursions requiring sea or air travel, weekends or vacations
  - Adventure activities
- The Principal or nominee is responsible for the approval of all single-day excursions other than those that must be approved by School Council as mentioned above.
- The Excursion / Incursion Coordinator will provide information as necessary to any people whose program may be impacted. This may be in the form of a copy of the Essex Heights Excursion / Incursion Notification Form (Appendix H).

## EXPECTATIONS

- DEECD requirements and guidelines relating to preparation and safety will be observed in the conduct of all excursions and incursions.
- The Principal or nominee will ensure that full records are maintained regarding the excursion/incursion.
- The Principal or nominee will ensure that adequate pre-excursion/pre-incursion planning and preparation, including the preparation of students, takes place.
- Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school during the absence of staff accompanying an excursion and for those students who are not participating in an excursion/incursion.
- All incursions will be attended by school staff to ensure appropriate supervision of students at all times. In the event of an accident or emergency the teacher in charge will be responsible for the administration of first aid, and will contact parents as appropriate. In the event that parents cannot be contacted, the teacher in charge will follow first aid and emergency policies as set out by Essex Heights Primary School.
- DEECD will not cover any expense associated with the conduct of excursions/incursions. The school may choose to subsidise some excursions/incursions or some students' expenses.
- Prior to conducting a camp or excursion, approval of the School Council or the Principal will be obtained. School Council must approve overnight or adventure activities.
- Students and their parents/carers will be made aware that acceptable standards of behaviour in keeping with the Essex Heights school values will be expected during an excursion/incursion.
- The emergency management process of the school will extend to and incorporate all excursions/incursions.
- All DEECD requirements and guidelines that apply to the conduct of excursions are also applicable to all overseas and interstate (domestic) camps/excursions.

## PROGRAM

Prior to conducting a camp or excursion, DEECD requirements and guidelines relating to excursions, will be rigorously observed. Consideration in planning will include:

- [Safety, Emergency & Risk Management](#) , including Bushfires
- [Student Preparation](#)
- [Student Medical Information](#)
- [Safety Guidelines for Education Outdoors](#)

- Prior to conducting any camp, excursion/incursion the formal approval of the Principal and where applicable the School Council will be obtained. In approving an excursion /incursion, consideration will include:
  - the contribution of the activity to the school curriculum
  - the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DEECD
  - information provided by community groups and organisations that specialise in the activity proposed
  - appropriateness of the venue
  - the provisions made for the safety and welfare of students and staff
  - the experience and competence of staff relevant to the activities being undertaken
  - the adequacy of the student supervision
  - the high risk nature of some activities
  - emergency procedures and safety measures
  - staff-student ratios
  - student experience
- Students not attending an excursion/incursion will be placed in another class and have an appropriate learning program provided by the class teacher.
- Prior to an excursion or incursion parents/carers are to be made aware that DEECD does not provide student accident cover and that they need to make their own arrangements for cover.

### **Arrangements for payments**

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to attend an excursion/incursion, are invited to discuss alternative arrangements with the Principal. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for excursions/incursions. Parents will be provided with permission forms and excursion/incursion information clearly stating payment finalisation dates. Children whose payment has not been finalised at least 24 hours prior to the incursion/departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

### **Teacher Responsibilities:**

- A designated “Teacher in Charge” will coordinate each excursion/incursion.
- The Teacher in Charge must provide the Front Office with a final student list as well as

providing a list to the School First Aid Officer.

- In the case where an excursion/incursion involves a particular class or year level group, the organising teacher will ensure that there is an alternative program available for those students not attending the excursion/incursion.
- All students must have returned a signed permission note and payment to be able to attend the excursion/incursion. Copies of completed permission notes and medical information must be carried by excursion staff at all times.
- The school will provide a first aid kit for each excursion. The teacher in charge is responsible for collecting these prior to leaving.
- The teacher in charge will communicate the anticipated return time with the Front Office in the case where excursions are returning out of school hours. Parents will be informed prior to students leaving for the excursion, that they can phone the office to receive an updated anticipated return time or an SMS to parents will be generated.
- Parents may be invited to assist in the delivery of excursions/incursions.
- Parents will be notified if their child is in danger of losing the privilege to participate in an excursion/incursion due to inappropriate behaviour at school.
- The decision to exclude a student will be made by the Principal and Assistant Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the excursion/incursion.
- Disciplinary measures apply to student excursions consistent with the School's Student Engagement and Well Being Policy and Restorative Practices approach. In extreme cases the excursion staff, following consultation with and the approval of the principal or their nominee, may determine that a student should return home during an excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home.
- of the time when the parents/carers may collect their child from the excursion.
- of the anticipated time that the student will arrive home.
- of any costs associated with the student's return which will be the responsibility of the parents/carers.
- The school's emergency procedures do include the effects of an emergency on student supervision in the event of excursion staff being required to assist injured students or to go for help.
- All excursion staff and, where appropriate, the students will be familiar with the specific procedures for dealing with emergencies on each excursion.
- On days of extreme fire danger or total fire ban, the Principal or nominee may need to cancel an excursion at short notice. Where an excursion is not cancelled, special fire

safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval. See Appendix E.**

- Excursion groups will be equipped with mobile telephones and first aid kits to be used in emergency situations.

### **DUTY OF CARE**

- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

### **LINKS AND APPENDICES** (including processes related to this policy)

The Key Links connected with this policy are sourced through: [DEECD Excursion Policy](#)

Appendices which are connected with this policy are:

- Appendix A: Pupil/Teacher Ratios
- Appendix B: Incursion Approval Pro-forma
- Appendix C: Excursions Approval Pro-forma
- Appendix D: Approval Pro-forma for all excursions and activities requiring School Council Permission
- Appendix E: Excursion Risk Management Assessment Form
- Appendix F: Notification of School Activity (camps and excursions)
- Appendix G: Essex Heights Primary School Student Medical Form
- Appendix H: Essex Heights Primary School Excursion and Incursion Notification Form

### **EVALUATION**

This policy will be reviewed in the 3 year cycle or more often if necessary due to changes in regulations or circumstance.

Andrew Crossett

Trevor Sharrock

Principal

School Council president

September 2014

## APPENDIX A: PUPIL/TEACHER RATIOS

<p><b>Abseiling and Rock Climbing</b></p> <p>1:1 Rock Face 1:10 Others 2 Experienced Staff</p>	<p><b>Ropes Course</b></p> <p>1:12 3 students to any one element, 1 participating, 2 spotting <b>NOTE:</b> No student on any element unless supervised</p>
<p><b>Base Camping</b></p> <p>1:10 Residential; canvas 1:15 Study: residential</p>	<p><b>Scuba Diving</b></p> <p>1:8 Pool training 1:4 Diving, 2 buddy systems <b>NOTE:</b> 2 qualified staff</p>
<p><b>Board Sailing</b></p> <p>1:3 Beginners 1:5 Novice; intermediate; advanced 2 Experienced sailors</p>	<p><b>Shooting</b></p> <p>1:1 New or inexperienced 1:5 On the track or mound 1:15 Observers or waiting</p>
<p><b>Boats, Small Sailing - (Dinghies, Catamarans)</b></p> <p>1:8 Enclosed Waters 1:6 Open Waters 1:4 Open Waters, Adverse</p>	<p><b>Snorkelling</b></p> <p>1:8 Closed water: pool 1:4 Open water <b>NOTE:</b> 2 qualified staff</p>
<p><b>Bushwalking</b></p> <p>1:5 Overnight 1:10 Day</p>	<p><b>Snow Activities</b></p> <p>1:8 Alpine, Nordic – overnight 1:10 Alpine, Nordic – day 1:10 Non-skiing</p>
<p><b>Canoeing</b></p> <p>1:6 2 Staff members</p>	<p><b>Surf Activities</b></p> <p>1:10 Beach 1:8 Surf <b>NOTE:</b> 1 teacher/instructor in water and <b>NOTE</b> 1 teacher/instructor on beach</p>
<p><b>Cycling</b></p> <p>1:10</p>	<p><b>Swimming</b></p> <p>1:20 Enclosed pools 1:10 Open water</p>
<p><b>Horse Riding</b></p> <p>1:1 Basics 1:5 Beginners 1:8 Semi-experienced</p> <p><b>Riding School:</b></p> <p>1 Experienced teacher with instructor 2 Experienced teachers if no instructor or group exceeds 10</p>	<p><b>Water Skiing</b></p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together 2 People in boat – driver and observer; one must be staff member</p>
<p><b>Orienteering</b></p> <p>1:10 Bush</p>	

**APPENDIX B: INCURSION APPROVAL APPLICATION**

To be submitted to the Principal / AP / Bursar for approval.

INCURSION: .....

DATE/S: .....

DETAILS: (who is visiting; what activities will take place) .....

.....

.....

NUMBER OF STUDENTS: .....

STUDENTS WITH SPECIAL NEEDS: .....

WHO (group, year level, other – specify): .....

PURPOSE OF INCURSION: .....

.....

ORGANISING STAFF MEMBER: .....

STAFF ATTENDING: .....

PLEASE LIST ANY INCURSION SUPERVISORS OTHER THAN TEACHING STAFF:

<i>Name</i>	<i>Working with Children Check: Yes/No</i>	<i>Payment Required: Yes/No</i>

COST: .....

ADVENTURE ACTIVITIES INCLUDED IN INCURSION: .....

.....

Signed:

Date:



**APPENDIX C: EXCURSION APPROVAL APPLICATION**

To be submitted to the Principal / AP / Bursar and School Council (as required) for approval

EXCURSION: .....

DATE/S: .....

DESTINATION / DETAILS: .....

.....

NUMBER OF STUDENTS: .....

STUDENTS WITH SPECIAL NEEDS: .....

WHO (group, year level, other – specify): .....

PURPOSE OF EXCURSION: .....

.....

.....

ORGANISING STAFF MEMBER: .....

STAFF ATTENDING: .....

PLEASE LIST ANY EXCURSION SUPERVISORS OTHER THAN TEACHING STAFF:		
<i>Name</i>	<i>Working with Children Check: Yes/No</i>	<i>Payment Required: Yes/No</i>

MODE OF TRAVEL: .....

COST: .....

ADVENTURE ACTIVITIES INCLUDED IN EXCURSION: .....

.....

Signed:

Date:

**APPENDIX D:**

**Approval Proforma for all Excursions and Activities Requiring School Council Approval**

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

A [Notification of School Activity form](#) should also be submitted to the Emergency & Security Management Branch of the Department three weeks prior to the excursion.

Sections with an \* have explanatory notes included at the end of this document.

**PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE**

**Name of program:**

**Year level(s):**

**Location(s):**

**\* Date(s):**

**Name of teacher-in-charge:**

**\* EDUCATIONAL PURPOSE**

**PROGRAM DETAILS**

**\* Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

**Teacher supervision provided by:**

**\* Overnight accommodation**

*Type of accommodation*

*Physical location. For example, name, address, or map and grid reference.*

*Contact phone number(s):*

**Adventure activities N/A**

Tick the [adventure activities](#) that have been planned to occur during the program:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Abseiling               | <input type="checkbox"/> Base camping                  | <input type="checkbox"/> Bushwalking            |
| <input type="checkbox"/> Canoeing/kayaking – low | <input type="checkbox"/> Challenge ropes course – high | <input type="checkbox"/> Challenge ropes course |
| <input type="checkbox"/> Cycling                 | <input type="checkbox"/> Horse riding                  | <input type="checkbox"/> Indoor rock climbing   |
| <input type="checkbox"/> Orienteering            | <input type="checkbox"/> Rafting                       | <input type="checkbox"/> Rock climbing          |
| <input type="checkbox"/> Sailing                 | <input type="checkbox"/> SCUBA diving                  | <input type="checkbox"/> Snorkelling            |
| <input type="checkbox"/> Snow activities         | <input type="checkbox"/> Surfing                       | <input type="checkbox"/> Swimming               |
| <input type="checkbox"/> Water skiing            | <input type="checkbox"/> Windsurfing                   | <input type="checkbox"/> Other: Flying Fox      |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines



**A risk management plan for the excursion must be completed and attached with this submission.** Guidance on the risk management process is available in the Resources section of the website under [Risk management](#).

**\* Transport arrangements**

External

*Type of transports and seating capacity:*

*Will a member of the supervising staff be driving students?*

*Approximate distance between school and destination:*

All transport requirements comply with [Schools Reference Guide 4.10 \(Transport\)](#) and [VicRoads regulations](#).  YES

Budget	

INCOME	EXPENDITURE

### STUDENTS AND STAFF

**Students:**

Number of female students:

Number of male students:

List required [student preparation](#), if any:

**\* Supervising staff**

*Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held*

### DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods.

This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.

- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name	Signed	Date

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name	Signed	Date

**Approved and minuted at a school council meeting on**

School Council President:

Name	Signed	Date

**APPENDIX E – Risk Management Assessment Form**

**Excursion Risk Management Assessment Form**

**Section 1 – Environment Emergency Management Assessment**

Venue Assessed \_\_\_\_\_ for month of \_\_\_\_\_

Assess each of the following hazards and any others you think relevant and complete charts below:

<ul style="list-style-type: none"> <li>• Bushfires</li> <li>• Severe storms and flooding</li> <li>• Earthquake</li> <li>• School Bus Accident/Vehicle Incident</li> </ul>	<ul style="list-style-type: none"> <li>• Missing Student</li> <li>• Medical Emergencies</li> <li>• Incidents</li> <li>• Aggressive student behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Intruders</li> <li>• Internal fires and smoke</li> <li>• Snakes and other wildlife</li> <li>• Other relevant to camp area</li> </ul>
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<b>Likelihood</b>	<b>Very High</b>				
	<b>High</b>				
	<b>Moderate</b>				
	<b>Low</b>				
		<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Very High</b>
<b>Impact</b>					

<b>Environmental Emergency</b>	<b>Event</b>	<b>Risk Management Strategies</b>
<b>Very high or high likelihood / very high or high impact</b>		
<b>Very high, High and moderate likelihood /Very high, high or moderate impact</b>		

<b>Very high, High, Moderate or Low likelihood / High and Very High Impact</b>		

## Section 2 – General Excursion Risk Assessment

This form is to be completed as part of the planning process for all excursions.

Class Group:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is lost – ensure all other students and staff are safe.** Follow School Plan *What to do if a student is lost on an Excursion or Camp*. Every teacher should have a copy of this in the excursion DISPlan.

**If someone is injured – ensure all other students and staff are safe.** Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

## Incursion Risk Assessment Form

### Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have Working With Children Check
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

This form is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
<p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is lost – ensure all other students and staff are safe.</b> Follow School Plan <i>What to do if a student is lost on an Excursion or Camp</i>. Every teacher should have a copy of this in the excursion DISPlan.</p> <p><b>If someone is injured – ensure all other students and staff are safe.</b> Administer first aid or call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		



## APPENDIX F: NOTIFICATION OF SCHOOL ACTIVITY

*Emergency & Security Management*



*Locked Bag One*

*Black Rock 3193*

### NOTIFICATION OF SCHOOL ACTIVITY

#### (Camps & Excursions)

School councils are responsible for ensuring that the activities listed below are thoroughly planned, checked and documented in accordance with Department of Education & Training guidelines for the planning and conduct of camps, excursions and outdoor adventure activities.

The information on this proforma will be used to provide initial information to the emergency services during an emergency. If comprehensive information is required during an emergency, schools will be expected to provide it at any time of the day or week from the documentation prepared for the activity which is held by the school.

Fax the completed proforma to (03) 9589 0543 three weeks prior to commencing the following:

- overnight, weekend, interstate, overseas activities
- adventure activities
- non-adventure activities which, by their nature, location or timing, may be hazardous
- school closures, pupil free days, school council holidays, combined sports or cluster days

Notes:

1. An additional sheet listing the actual dates and locations of activities should accompany this form when the same activity is to be repeated on different occasions
2. The coordinating school should complete the form for activities involving a group of schools
3. Day excursions should be reported if activities are to be conducted by:
  - country schools - beyond the local town/city
  - rural schools - beyond the local area
  - metropolitan schools - beyond the greater metropolitan area

SCHOOL NAME AND NUMBER:

Number:                      School Name:

TYPE OF ACTIVITY:

(CAMP, BUSHWALKING, SCHOOL CLOSURE, EXCURSION, OVERSEAS TRIP, ETC.)

DATE OF ACTIVITY:

(SEE NOTES)

Commencing:

Concluding:

NAME OF VENUE:

PHYSICAL ADDRESS OF VENUE

& POST CODE:

Postcode:

EMERGENCY TELEPHONE NUMBERS:

Mobile with group:

Venue:

IS EMERGENCY TRANSPORT AVAILABLE AT THE VENUE?    Yes:    No:    Map  
reference:

TOTAL NUMBERS:

Students:

Teachers:

NAME OF PERSON IN CHARGE:

SIGNATURE OF PRINCIPAL:

ENTER ONLINE (SAL Activities Notification Form)

Visit the Emergency and Security Management Website at  
<http://www.sofweb.vic.edu.au/emerg/index.htm> for information to assist schools to plan for  
and manage emergencies and security related incidents.

**APPENDIX G: EHPS STUDENT MEDICAL FORM**

**Student Medical Form**

**STUDENT'S SURNAME** \_\_\_\_\_ **GIVEN NAME** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_ **CLASS** \_\_\_\_\_

**MEDICARE NUMBER** \_\_\_\_\_

**Private Health Cover** Yes  No  **Name of Fund** \_\_\_\_\_  
**Ambulance Cover** Yes  No  **Subscription Number** \_\_\_\_\_

Is your child's immunisation schedule up to date? **Yes**  **No**

Has your child had a tetanus booster in the past 12 months? **Yes**  **No**   
 Date of last injection \_\_\_\_\_

Has your child completed a Hepatitis B course? **Yes**  **No**

1. Is your child currently seeing a medical/ dental practitioner? **Yes**  **No**

For what condition \_\_\_\_\_

Name of practitioner \_\_\_\_\_ phone \_\_\_\_\_

**2. General medical information**

Does your child suffer from any of the following?

- |  |  |
|--|--|
| Heart condition <input type="checkbox"/> Yes <input type="checkbox"/> No                 | Kidney condition <input type="checkbox"/> Yes <input type="checkbox"/> No      |
| Muscular condition <input type="checkbox"/> Yes <input type="checkbox"/> No              | Blackouts <input type="checkbox"/> Yes <input type="checkbox"/> No             |
| Migraines <input type="checkbox"/> Yes <input type="checkbox"/> No                       | Dizzy spells <input type="checkbox"/> Yes <input type="checkbox"/> No          |
| Recurrent illnesses <input type="checkbox"/> Yes <input type="checkbox"/> No             | Disability <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| Blood disorders <input type="checkbox"/> Yes <input type="checkbox"/> No                 | Bed wetting <input type="checkbox"/> Yes <input type="checkbox"/> No           |
| Sleep walking <input type="checkbox"/> Yes <input type="checkbox"/> No                   | Epilepsy/ Convulsions <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Diabetes <input type="checkbox"/> Yes <input type="checkbox"/> No                        |  |
| Recent Hospital admission <input type="checkbox"/> Yes <input type="checkbox"/> No _____ |  |
| Other: _____   |  |

Treatment or management of above conditions (Please attach additional sheets if needed):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Does your child suffer from Asthma?**

- Yes (Please complete a *Camp Asthma Update Form* - available from the Health Centre)  
 No

**4. Does your child suffer from Allergies or Sensitivity to:**

**Food**  Yes  No (Please list below & complete an *Allergy Plan* – available from the Health Centre)

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**Medication**  Yes  No (Please list below & complete an *Allergy Plan* – available from the Health Centre)

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**Insects**  Yes  No (Please complete an *Allergy Plan* – available from the Health Centre & list below)

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**Other -**

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**5. Special Dietary requirements:** (Please give details)

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**6. Medicines:** Please give details of any medication being taken by your child including: type, dosage, frequency, instructions for use

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**Current medication**

All medications (except Asthma puffers) should be handed to the supervising teacher prior to leaving. Such medication must be in the original labelled pharmacy bottle with 'use by' date, and be accompanied by written instructions including student's name, dosage, frequency and administration instructions. If your child is receiving regular prescription medications, a Doctor's letter must be attached to this form with all drug administration instructions. Medications will be kept by the First Aid Officer and distributed when required.

I authorise the school staff to administer the medication I have listed above. The information given and any attached documentation is accurate and current.

Parent/ Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX H**

**EXCURSION / INCURSION NOTIFICATION FORM**

<b>Date of Excursion:</b>			
<b>Venue:</b>			
<b>Time:</b>	Depart:		Return:
<b>Cost per child:</b>			
<b>Classes attending:</b>			
<b>Total number of students:</b>			
<b>Teaching staff attending:</b>	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
<b>No. students - additional needs</b>	For:		
<b>Support Staff attending:</b>	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
<b>Parents attending:</b>	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
<b>Students <u>not</u> attending:</b>	1.		
	2.		
	3.		
	4.		
	5.		
<b>Supervised at school by:</b>			
<b>Yard Duty Changes:</b>	Name:	To:	
<b>Have all staff in Team seen and signed this form?</b>			

**Information / Copy of form given to:**

<input type="checkbox"/> Principal	<input type="checkbox"/> Support Staff	<input type="checkbox"/> Staff attending the Excursion
<input type="checkbox"/> Assistant Principal	<input type="checkbox"/> Music Administration (Alyssa)	<input type="checkbox"/> Canteen
<input type="checkbox"/> Administration	<input type="checkbox"/> Health Centre	<input type="checkbox"/> SRI
<input type="checkbox"/> PSD (Kathy / Gael)	<input type="checkbox"/> SSSO	<input type="checkbox"/> Volunteers
<input type="checkbox"/> Specialist Teachers	<input type="checkbox"/> Staff Noticeboard	

<b>All relevant documentation completed and lodged</b>			
<b>Document</b>	<b>Detail for what</b>	<b>To Whom</b>	<b>Date lodged or NA</b>
EHPS Incursion Approval Application	All Incursions	Principal / AP / Bursar	
EHPS Excursion Approval Application	All Excursions	Principal / AP / Bursar	
Approval Proforma for all Excursions and Activities Requiring School Council Approval	All Excursions/ School Camps that require School Council approval	Principal / AP & School Council	
Excursion Risk Management Assessment Form	All Excursions and Incursions	Principal / AP	
DEECD Notification of School Activity (Camps and Excursions)	All Excursions except local area	DEECD	
EHPS Student Medical Form	All Camps / Excursions except local area	Health Centre	
EHPS Excursion and Incursion Notification Form	All Activities	Information / copy to list on previous page	