

CAMPS AND ACTIVITIES POLICY

APPENDIX D: PROTOCOLS

DUTY OF CARE:

Your Duty of Care on an excursion is ***ABOVE AND BEYOND WHAT A PARENT WOULD REASONABLY PROVIDE.***

During an excursion you **are on duty continually**. Lunch breaks etc. should be taken with the students to ensure maximum student supervision at all times.

CONTACT DETAILS:

- Melba College direct line: **9955 5700**
- Assistant Principal Mobile: **0467 500 562**
- In the case of a medical emergency call: **000**
- In the event of an emergency outside of school hours: **0467 500 562**
- Victorian Bushfire Information Line (24hrs): **1800 240 667**
- Student Absences must be called through to the College: **9955 5700**

Remember to turn on your mobile phone so that you are contactable during the excursion

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EXCURSION PROCESS: STAFF INFORMATION PRIOR TO LEAVING THE COLLEGE

- Payments and Permissions have been completed for all students
- All documentation has been submitted:
 - The First Aid nurse has received (with a minimum notice of 7 days) all information including:
 - First Aid Checklist (Appendix E)
 - Risk Register (Appendix F)
 - Principal Approval (Appendix G)
 - Confidential Medical Information for Excursions forms (Appendix I)

The school First Aid Nurse will:

- Confirm that the designated First Aid officer has completed the required level of training and has maintained its currency
 - Organize fully equipped and up to date first aid kits, AEK etc. (see list below)
 - Contact parents/guardians regarding student medical requirements
 - Identify individual students with additional medical requirements to teacher in charge/designated first aid officer as required
- Collect and sign out from First Aid Nurse prepared first aid supplies.
 - mandatory:
 - first aid kit
 - emergency asthma kit
 - adrenaline auto injector
 - first aid IPAD containing student medical information
 - folder containing Confidential Medical Information for Excursions (Appendix I)
 - as required:
 - Glucagon Pen
 - Designated secure medication storage container
 - Medication Administration logs (Appendix H)
 - allergy medical pouches

- Ensure all students are adequately briefed and prepared for the event
- Organise electronic or hard copies of work for students not attending the excursion.
- Make arrangements with the Daily Organiser and relevant Year Level Coordinator for students not attending the excursion (e.g. collapsed classes)
- Prepare an iPad containing Student Confidential Information
- Ensure you have a mobile telephone (with College number programmed in), batteries fully charged. (internet access to compass and student medical information)
- Ensure you have the First Aid prepared iPad with all student medical information

If a student does not return the permission note PRIOR to the event:

- At least 7 days PRIOR to the day of event call the parents of any student who has not returned permission and/or payment to advise that the student is unable to attend the event.
- If the student is absent prior to the event and you do not have their permission note, as above

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call the parent at least 7 days PRIOR to the event.

Verbal permission is not acceptable and payment will not be accepted after the cut-off unless a prior payment plan has been arranged with the Melba College Business Manager.

EVENT PROCESS: ON THE DAY OF THE EVENT

- Mark the roll accurately on COMPASS prior to leaving the College (if students leaving after Home Group).
- Any student not meeting the uniform requirements of the day must be sent to the Assistant Principal or Sub School Leader for direction.
- Students not attending should be sent to the designated place for school supervision.
- Get students to save the school number into their mobile phones (to be used in the event of an emergency/if they are separated from the group/need assistance).
- The hardcopy roll MUST be kept with you at all times during the event. It should be marked:
 - Before students get on the bus/train
 - When you reach your destination
 - At lunch time
 - Before the students get on the bus to return to school
 - At end of day.
- No eating or drinking on the bus/train.
- Seat belt must be worn if available.
- Make sure students are aware; under no circumstances are they allowed to change buses where multiple buses are used.
- Make sure you check with the bus driver about the pickup location and time. Ask them if they will be your driver on your return trip.
- Remember/write down your bus number for the return trip.
- It is advisable to 'buddy' up your students to keep an eye on one another.
- Remind students that they are representing the College and accordingly they are expected to act appropriately at all times during the excursion.
- Reinforce to all students that they are not allowed to leave designated areas for any reason.
- Advise students of details relating to activities, time of lunch etc.
- Strictly adhere to departure times. Always ensure that you have done a head count prior to assembling for the bus/train and before departure.

WHAT DO I DO IF:

A student comes to the train station without permission to attend the excursion?

- Call the college on **9955 5700** to inform them.
- Do not leave the student unattended at the station without the permission of the college. The college will advise the course of action for managing a student's duty of care in this instance.
- You may be asked to delay your departure to ensure that the duty of care is met for all students.

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Under no circumstances can a student participate in an excursion without written consent.

A student becomes separated from the group?

- Call the College to notify them.
- Call the parent. There is a likelihood that the student will call their parent and they can then advise the student to return to the meeting point.
- Try and contact the student via mobile phone- ask the parent for the student number or one of the student's friends.
- Return to the pre-designated meeting point and wait for the student.
- Always keep the College informed of your whereabouts and progress.
- Seek further direction from the Principal or his representative as required.

A student disembarks the train without the group?

- Call the College immediately and inform a member of the PCO team or relevant Year Level Coordinator.
- If the student calls the College they will be advised to stay where they are.
- Call the parent and inform them. There is a chance that the student will contact their parent. The parent can then advise them to wait where they are.
- Get off at the next station (with the rest of the group) and return to the station that the student disembarked from.
- Always keep the College informed of your whereabouts and progress.
- Seek further direction from the Principal or his representative as required.

A student becomes ill or is injured?

- First Aid officer provide first aid according to their scope of practice.
- In the case of a medical emergency, dial 000. After doing so, contact the College to inform them 9955 5700.
- Always keep the College informed of your whereabouts and progress.
- Seek further direction from the Principal or his representative as required.
- Your transport is delayed, rerouted or has broken down:
 - Contact the college and seek advice.
 - The college may in turn seek advice from police or transit authorities and will advise you accordingly.
- In the event that a student's parent attends the location to collect the student, you must advise the college.

In the event that you are unsure of any aspect of the advice from the College or in the event that you feel your duty of care is potentially being compromised by either the students themselves (trying to leave the location without your consent) or a parent (asking you to allow a student to leave the location independently or with a third party) you must seek further clarification or advice from the College PCO Team.