



EXCURSIONS POLICY AND PROCEDURES

STATEMENT OF PURPOSE:

Excursions are seen as an integral part of Mandama's school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions 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.

AIMS:

- To create a safe and positive environment whilst on excursions in which all staff assume responsibility for student wellbeing.
- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To extend understanding of their physical and cultural environment.

IMPLEMENTATION:

- The excursions program is designed to enhance classroom learning and must have clearly identifiable links to planned learning opportunities.
- All excursions, planning and documentation must be approved by the Principal/Assistant Principal.
- Excursion proposals require completed DET forms: Notification of School Activity, Risk Register, Planning Summary and Emergency Management Plan.
- All safety requirements must be considered and adequately resolved prior to the excursion.
- On days of extreme weather conditions, the Principal/Assistant Principal may need to cancel an excursion at short notice.
- All excursions, transport arrangements, emergency procedures and student/staff ratios must comply with DET guidelines.
- Proposals should be submitted six weeks in advance.
- Unit leaders will liaise with the Business Manager and Assistant Principal regarding the planned excursion prior to any bookings being made.
- Once approved, the planned excursion can be booked and organised which will include costings, including GST obligations, activity schedule and purpose, parent notification and permission and Excursion Planning Form and the Notification of School Activity.
- All aspects of the excursion will be outlined to the parents/carers in writing including dates, venue, transport arrangements, costs, itinerary, required clothing, contact phone numbers and clearly stated payment finalisation dates.
- All parent/carer consent, and medical forms must be completed, signed and returned prior to excursion departure, and all monies paid by the due date. Copies of completed permission notes and medical forms must accompany staff on the excursion.
- Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion due to poor behaviour at school. The decision to exclude a student will be made by the Principal/Assistant Principal, in consultation with the organising teacher. Both the parent/carer and the student will be informed of this decision prior to the excursion.
- Parents/carers will be requested to collect their child from an excursion if their child exhibits behaviour that is considered unacceptable or a danger to others. The teacher in charge, in consultation with a member of the leadership team will make this decision. Costs incurred will be the responsibility of the parent/carer.

- An alternative education program will be provided for students not attending the excursion.
- All School Staff participating in the excursion are clear about their roles and responsibilities.
- One staff member will be designated to take responsibility for administering student medication if required. (following consultation with parents and/or appropriate medical practitioners).
- All staff attending the excursion must be fully conversant with procedures as outlined in the school's First Aid and Anaphylaxis Management Policies.
- Staff attending the excursion must have access to a mobile phone and first aid kits for emergency situations.
- Photographs taken of the students at camp may be posted to the school Facebook page or used in other publications in accordance with the Mandama ICT Guidelines and Acceptable Use Agreement.

REPORTING INCIDENTS

Details of accidents on Camps must be recorded on the injury management system on CASES21.

The Principal may also wish to obtain further information, such as statements from witnesses, and retain these on file, with a notation that they are to be used for the sole purpose of defending any potential or actual legal claim.

The Security Services Unit

The school will immediately notify the Security Services Unit of any incident that impacts on the safety or wellbeing of staff, students or visitors on:

Ph: (03) 9603 7999 - 24 hour service.

EMERGENCY RESPONSE PROCEDURES

Venomous bite

- As in other first aid situations, prevention is better than cure. Staff should be aware that snakes are more likely to be encountered on warm, sunny days, especially in grassy areas and along creeks.
- If it seems that snakes might be a problem, students should wear solid shoes, thick socks and (preferably) long trousers. Such clothing is likely to lessen the severity of a snake bite.
- In the event of a snake bite occurring, the following treatment must be undertaken:
- Use D-R-A-B-C approach (assess Danger, check for Response from the casualty, check Airway, Breathing, and Circulation) to assess the situation and the injured person.
- Seek medical aid urgently.
- Calm the bite victim.
- Apply a pressure immobilisation bandage over the bitten area and around the limb, using a crepe or conforming bandage about 15 cm wide. If unavailable, use panty hose or similar material.
- Apply the bandage firmly enough to compress tissue, but not so firmly as to restrict the flow of blood to the limb below the bandage.
- Where the bite is to an arm or leg, bandage from the bite to the fingers or toes, then up to the armpit or groin.
- Bandage as much of the bitten limb as possible.
- Apply a splint to the bandaged limb with a second bandage.
- Do not remove the splint or bandage once applied.
- Continue to monitor the vital signs using "A-B-C" (Airway, Breathing, Circulation).

Warning

- Never wash the venom off the skin as retained venom will assist identification.
- Never cut or excise the bitten area.
- Never try to suck the venom out of the wound.
- Do not try to catch the snake. However, a description of the snake may assist medical aid.
- Bandages applied during field treatment should not be released.
- Speed in applying pressure to the bite and limb is essential. Also, a trace of poison on the pressure pad can assist the laboratory in positive identification of the snake so that the correct antivenin can be given.
- For information about the identification and treatment of unknown bites, as well as up-to-date research into first aid treatment for snake and other venomous bites, see: [Australian Venom Research Unit](#)

Bushfire

In the event of a bushfire, if possible, retreat to a safe area such as a river, broad track, rock or cleared area. Fire usually travels much faster up hill than down hill. However, it is virtually impossible to outrun a fire whether it is traveling up hill or down.

In case of an approaching or near-by fire:

- Keep calm and reassure the group.
- Drink as much as possible and carry water.
- Saturate and cover up with clothing.
- Ensure the group stays together.
- Avoid dense undergrowth.
- Look for open or already-burnt ground.
- Keep to tracks if possible.
- Decide on the intended route and signals, and ensure all know them.
- Place experienced walkers in the front of the group to lead and in the whip position.
- Conserve as much energy as possible and take rests, if viable.

If trapped by fire

- The heat radiated by fire is intense (320° celsius compared to flames at 50° celsius) and can badly burn skin, even some distance from the flames:
- Cover as much exposed skin as possible, preferably with woollen and thick clothing. (Synthetic clothing can melt whereas natural fibres are more fire resistant.)
- Wrap clothing and other material, such as a woollen jumper, around the head.
- Saturate clothing if possible.
- Wet a cloth to place over the face.
- Drink as much water as possible to guard against dehydration.
- Keep low (there is more air available to breathe near the ground).
- Shield the body from radiated heat (the intense heat is greatly impeded by opaque materials and passes over very quickly) by lying or crouching behind a log, stacked rucksacks, mounds of earth, wombat burrows (feet in first) or the bank of the river nearer the fire front. Never get into a water tank, as the water can boil.

Injury

In the event of a serious injury (or illness) to a student or staff member

- Provide appropriate first aid assistance for the injured person.
- Depending on the circumstances, contact ambulance, medical practitioner and/or the police (from the contact list carried by the leader). Do not delay in the hope that the person will recover.
- Protect and comfort the non-injured students.
- Notify the principal or school contact person who should notify the Department's twenty four-hour emergency communication centre , the regional office, and the parents of all students, see: [Excursion support - communication](#)
- Make sure the entire group is safe and warm.
- Keep detailed notes for a comprehensive report of the injury and incident, which must be retained by the school for purposes of legal liability.

All staff will access S:\POLICIES /Camps and Excursions – Emergency Response Procedures prior to all camps and excursions for further emergency response management guidelines in the following areas:

Venomous Bite, Bushfire, Injury, Lightning strike, Lost, Search, Medical Conditions, Sun Exposure.

Further information is accessed on -

<https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorreemergency.aspx>

FURTHER DET INFORMATION AND RESOURCES

[Safety, Security and Emergency Management](#)

[Victorian State Emergency Services](#)

[Emergency Management in Australia](#)

EVALUATION:

This policy will be reviewed as part of the school's three year review cycle, or at any time that DET policy changes influence practices in schools.

Ratified at School Council Meeting held March 21st, 2016.