



12 February 2015

YEAR 6 JINDABYNE SPORT & RECREATION CAMP

Dear Parents/Carers,

Please find enclosed planning details of the Year 6 camp to the Jindabyne Sport and Recreation Centre.

The school must receive all forms before a child can attend the camp. Notes are required no later than **Wednesday 4 March 2015** in order to confirm details with Jindabyne Sport and Recreation Centre. Jindabyne Sport and Recreation also require a separate medical form for their files. Please complete their medical form (attachment 6) as well as making sure your child's medical details are up to date on the school's medical form.

Attachments – Camp Information

1. Excursion Information
2. Excursion Medical Information
3. Suggested List of Camp Requirements

Attachments – Notes (please complete and return by Wednesday 4 March 2015) -

4. Permission Note for Camp
5. Payment page
6. Letter from NSW Sports and Recreation regarding Medical and Consent form

If you have any concerns please speak to your child's classroom teacher.

Nicole Richardson
Excursion Coordinator



12 February 2015

ATTACHMENT 1

YEAR 6 JINDABYNE SPORT & RECREATION CAMP

Dear Parent/Guardian,

As part of our Term 1 programme, a three-day, two night camp has been organised for students in Year 6 to the Jindabyne Sport and Recreational Centre. The camp provides opportunities for students to challenge themselves and work successfully in a team situation. Our goal is to provide an exciting adventure for your child and encourage them to become risk-takers.

Date:	Wednesday 18 March – Friday 20 March 2015
Departure Time:	Bus Leaves Forrest Primary School at 9.00 am
Return:	Approximately 3.30pm (Friday 20 March)
Destination:	Jindabyne Sport & Recreation Centre, Jindabyne
Mode of Travel:	Bus provided by Jindabyne Sport & Education Centre
Staff members accompanying group:	Mrs Nicole Richardson, Miss Sarah Burke, Miss Sue La Flamme, Mrs Carmel DeGraaff
Name of Coordinating Teacher:	Mrs Nicole Richardson
Details of cost:	\$355 (includes transport, accommodation, food and activities)
Means of contact with the group:	Via Forrest Primary Front Office 6205 5644
Due Date for return of permission note:	Wednesday 4 March 2015

It is customary for the school to request a financial contribution towards meeting the cost of your child's participation in this excursion. These contributions are voluntary. The school has made every effort to keep costs of this activity at a reasonable level. We have an equity fund which can be used to provide financial assistance for students where parents are unable to make the requested contribution. If however there is insufficient funding available to meet the cost of the excursion, regrettably we may not be able to proceed.

Yours faithfully,

Nicole Richardson

ATTACHMENT 2



Forrest Primary School
9 Hobart Avenue, FORREST ACT 2603
Phone 02 62055644 Fax 02 62055615
Website: www.forrestps.act.edu.au
E-mail: info@forrestps.act.edu.au



Dear Parents

An Annual Excursion Medical Information and Consent Form is already held at Forrest Primary School for your child. 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 be reflected on the Medical Information and Consent form kept at the school and arrange to update the form.

The information you are requested to give 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.

Management of Medical Conditions

The directorate 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, directorate 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 inform the Front Office of any changes to your child's Medical Information and Consent form that is held at school. 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 lifesaving 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 informing us of any updates promptly would be appreciated.

Yours faithfully

Christine Pilgrim
Principal

ATTACHMENT 3

RECOMMENDED CLOTHING LIST

YEAR 6 JINDABYNE SPORT & RECREATION CENTRE CAMP

- 1 sleeping bag or 2 sheets (blankets are supplied)
- 1 pillow slip and a pillow
- 3 sets of underwear
- 3 pairs of socks
- 3 shirts /tops
- 2 pairs of shorts
- 1 pair of trousers/jeans/track pants
- 2 warm jumpers or sweatshirts
- 1 pair of sturdy shoes e.g. runners/walking shoes
- 1 hat (wide brimmed)
- Sunscreen
- 1 pair of pyjamas
- 1 shower towel
- Soap and toiletries
- Handkerchief/tissues
- Garbage bag for dirty clothes
- Raincoat in case of wet weather
- A soft toy – if required
- Book to read at night

Small bag for bus including:

- Personal Medication (named and labelled with dosage to be handed to Miss Sue LaFlamme prior to departure on the morning of Wednesday 18 March.)
- Morning Tea/drink for Wednesday.

Please note:

- All belongings need to be labelled and contained in ONE bag that your child can carry by themselves. (Pillow can be strapped to outside, or separate.)

DO NOT BRING:

- Food (lollies, gum, snacks, fizzy drink)
- Torches
- Electronic games or i-pods/mobile phones etc
- Cameras

ATTACHMENT 4

YEAR 6 JINDABYNE SPORT & RECREATION CENTRE CAMP
PERMISSION

Please note that all permission notes need to be returned by Wednesday 4 March 2015.
Please tick the appropriate box.

I give permission for my child _____ of _____ (class) to attend the excursion to **Jindabyne Sport & Recreation Camp on 18, 19 and 20 March 2015**. I understand that the mode of transport is by bus that is provided by the facilitator.

I do not give permission for my child _____ of _____ (class) to attend the excursion to **Jindabyne Sport & Recreation Camp on 18, 19 and 20 March 2015**.

I have completed the online Medical and Consent form www.dsr.nsw.gov.au/schoolcampmedicalform

The ACT Education and Training Directorate is an agency of the ACT Government (the Territory). The Territory has insurance arrangements in place in order to meet certain liabilities. The Territory meets claims (including claims resulting from school activities or excursions) against it where there is a legal liability to do so. Liability is not automatic and depends on the circumstances in which the injury or illness was sustained. Parents should obtain their own advice about private insurance protection that may assist in meeting expenses if their child is injured or suffers an illness in circumstances where there is no liability on the part of the Territory.

If the outside provider of the service or activity has requested that you sign a waiver or disclaimer statement, the ACT Education and Training Directorate recommends that you consider carefully any risks involved before proceeding.

I give

- 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 excursion, 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 seat belted bus or private car, driven by a staff member, parent, as the case may be.

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 risks to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

I have read the attached information regarding this excursion and understand the content.

Full name of parent (please print): _____.

Signature of parent: _____ Date: ___/___/___

Parent contact number for the days _____

Student Name: _____ Class: _____

ATTACHMENT 5

**YEAR 6 JINDABYNE SPORT & RECREATION CENTRE CAMP
PAYMENT**

Camp cost is \$355 which includes accommodation, food, transport and all activities.

Payment in full is required by **Wednesday 4 March 2015**.

Student Name: _____ Class: _____

Full Payment: \$_____ or

Amount Enclosed \$_____ cash/ cheque or

PREFERRED METHOD OF PAYMENT ; quickweb VIA THE SCHOOLS WEB SITE

FEE CODE: Yr6 Camp 2015

All cheques must be made payable to Forrest Primary School

Cash payments need to be correct money please, as we do not have change in the front office.

PARENT RECEIPT YEAR 6 JINDABYNE CAMP

Family Name _____ Class _____

Attached is your copy of receipt of part payment/full payment.

Pam Edwards
Business Manager

ATTACHMENT 6

Dear Parents and Guardians

Your child is about to attend a Sport and Recreation school camp at Jindabyne Sport and Recreation Centre organised through Forrest Primary School. Prior to the camp all students must complete a Medical and Consent Form.

The information that Sport and Recreation needs about your child includes:

- medical conditions
- food related allergies
- special diets
- medication
- emergency contact details.

Sport and Recreation needs you to complete this form on behalf of your child. The form is available online and is easy to complete. Once you submit the form it is sent directly to the Centre so the staff can prepare for your child's visit.

It is vital that you enter the following details to complete the online form:

Booking Number 0446038
Booking Start Date 18/03/2015
Booking Venue Jindabyne Sport and Recreation Centre

Please complete
the Medical and Consent Form at www.dsr.nsw.gov.au/schoolcampmedicalform
by 2/02/2015.

If you have any questions please feel free to discuss with your class teacher or co-ordinating teacher.



www.dsr.nsw.gov.au