



7 August 2015

Dear Parent/Carer

KINDERGARTEN NATIONAL BOTANICAL GARDENS EXCURSION

To support the understanding of our Central Idea 'All living organisms have an urge to survive', Kindergarten will be attending The National Botanical Gardens. Students will have a guided learning tour through the gardens, focusing on environments and the needs of plants.

Date:	Thursday 20 August 2015
Departure Time:	Bus leaves Forrest Primary School at 9:30am
Return:	Approximately 2:10pm
Destination:	National Botanical Gardens
Mode of Travel:	Bus
Staff members accompanying group:	Emma Sandford, Brooke De Angelis and Rebecca Tedeschi
Name of Coordinating Teacher:	Emma Sandford
Details of cost:	\$10.00
Means of contact with the group:	Via Forrest Primary Front Office 6205 5644
Due Date for return of permission note:	Monday 17 August 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.

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.

Yours faithfully,

Emma Sandford, Brooke De Angelis and Rebecca Tedeschi

Please note that all permission notes need to be returned by **Monday 17 August 2015**.

Please tick the appropriate box.

I give permission for my child _____ (class) _____

I do not give permission for my child _____ (class) _____

to attend the excursion to the **NATIONAL BOTANICAL GARDENS EXCURSION 20 August 2015**

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 day: _____

Please tick the appropriate box:

I have paid \$10.00 for my child: class:

to attend the **NATIONAL BOTANICAL GARDENS EXCURSION**.

Full name of parent (please print):

Signature of parent: Date: / /

NEW – Online Payment Facility

PREFERRED METHOD OF PAYMENT; QUICKWEB VIA THE SCHOOLS WEB SITE

Fee Code: BOTANIC

I have paid via the Forrest Primary School website.

I have enclosed **\$10.00 cash** to cover the cost of this excursion.



Dear Parents

An 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