

# School Swimming Carnivals

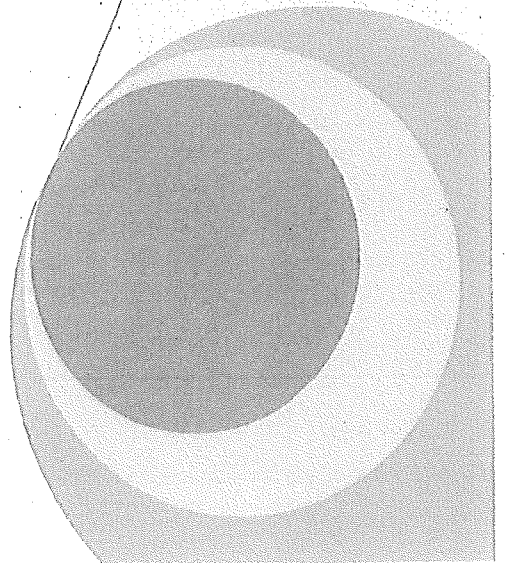
## Procedures and checklists

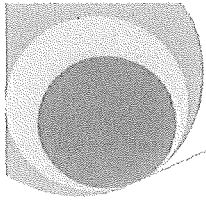
*Key points and best practice procedures for the safe and effective coordination of a school swimming carnival.*

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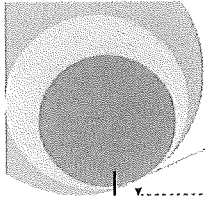
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School Swimming Carnivals  
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### Introduction

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School swimming carnivals can be a positive part of the school's sporting program provided they are planned and implemented safely. Carnival Co-ordinators must liaise with staff, students, parents and pool management and comply with Directorate policies and procedures to ensure that staff and students have a positive and safe experience.

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A list of policies, procedures and checklists integral to the successful organisation of a school swimming carnival can be found in the appendices of this procedure (page 34).

The *School Swimming Carnivals* policy and these procedures are mandatory.

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The school principal is responsible for checking and approving all aspects of swimming carnival organisation as well as ensuring the event complies with Directorate policies and procedures.

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### School Swimming Carnival Procedures

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To ensure a safe environment for all participants in school swimming carnivals, schools will implement the following procedures which have been recommended by Royal Life Saving Society ACT (RLSSA).

Steps 1-12 must be implemented for all swimming carnivals.

Each stage is broken into detailed steps outlined in the implementation procedures in section 4.

More information is available on the Royal Life Saving Society ACT website at:

<http://www.royallifesaving.com.au>

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School Swimming Carnivals  
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**Definitions**

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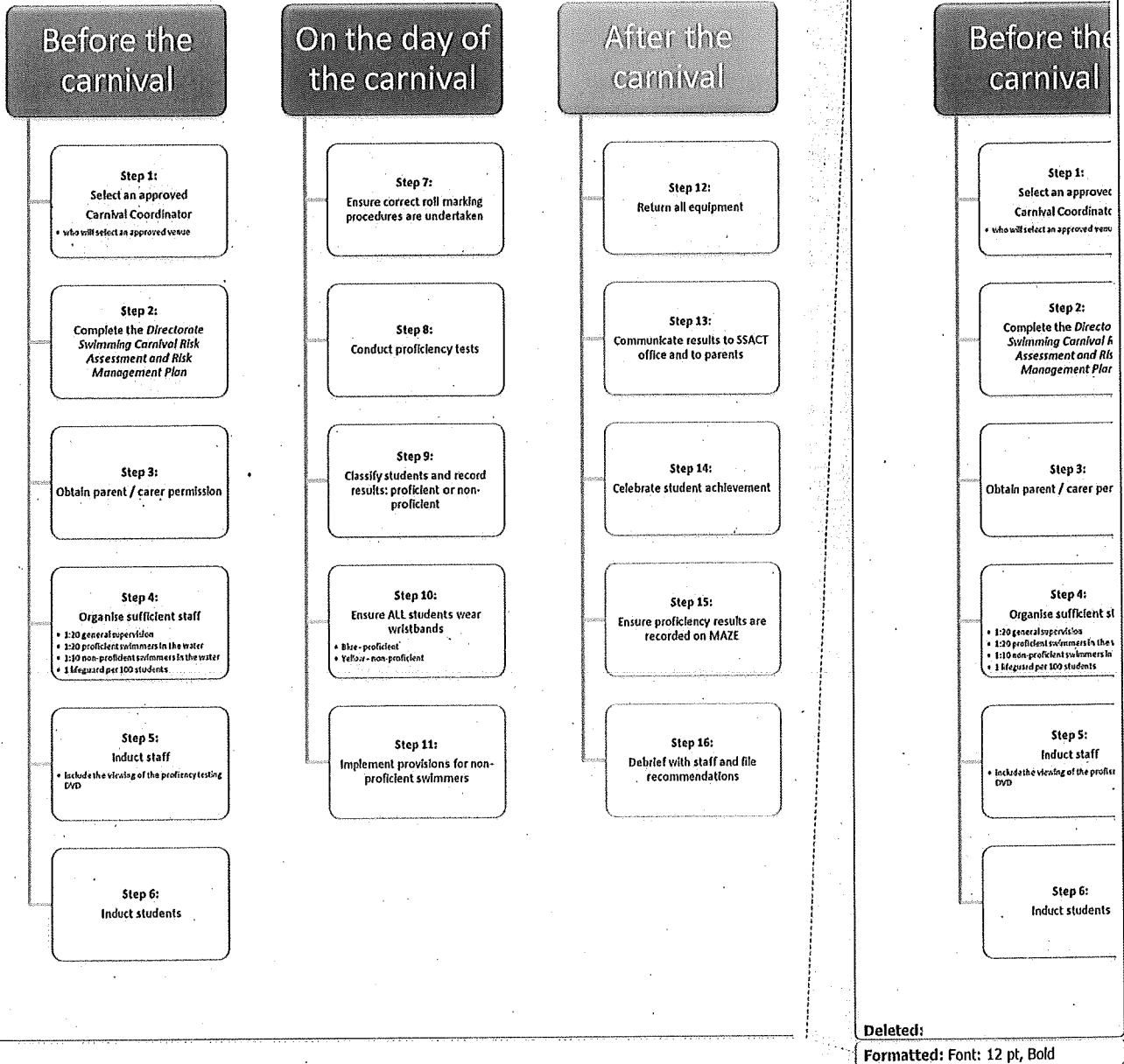
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<u>Proficient swimmer</u>	<ul style="list-style-type: none"> <li>• is a student who has successfully passed the five stage Survival Challenge Proficiency Test and therefore can:             <ul style="list-style-type: none"> <li>✓ <i>perform a slide entry and walk 5m through the water</i></li> <li>✓ <i>continuously swim 25m using a an action that resembles a stroke</i></li> <li>✓ <i>complete a survival sequence (survival skull, float or tread water and call for help) in deep water for 1 minute</i></li> <li>✓ <i>exit the water unassisted, and</i></li> <li>✓ <i>perform a voice rescue.</i></li> </ul> </li> </ul>
<u>Non-proficient swimmer</u>	<ul style="list-style-type: none"> <li>• is a student who has not successfully passed the five stage Survival Challenge Proficiency Test</li> </ul>
<u>Carnival co-ordinator</u>	<ul style="list-style-type: none"> <li>• is the teacher appointed by the principal to organise the swimming carnival</li> <li>• must have experience at organising carnivals</li> </ul>
<u>Activity leader</u>	<ul style="list-style-type: none"> <li>• is the teacher in charge of a specific activity</li> </ul>
<u>Accompanying adults</u>	<ul style="list-style-type: none"> <li>• include teachers, school administrative staff, parents, activity leaders and community members known to the school and of good character</li> </ul>
<u>Duty of care</u>	<ul style="list-style-type: none"> <li>• is a legal duty that requires the teachers should take all reasonable measures to prevent harm to any school student under their care. This duty of care arises whenever a student-teacher relationship exists</li> </ul>
<u>First aid officer</u>	<ul style="list-style-type: none"> <li>• must hold a current senior first aid certificate</li> </ul>
<u>Informed consent</u>	<ul style="list-style-type: none"> <li>• means that parents give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs</li> </ul>
<u>Parents</u>	<ul style="list-style-type: none"> <li>• refer to adults with parental responsibilities, including carers</li> </ul>
<u>Risk management planning</u>	<ul style="list-style-type: none"> <li>• is defined by the standards in the Directorate's Risk Management Framework</li> </ul>
<u>Roll group teacher</u>	<ul style="list-style-type: none"> <li>• is the teacher designated by the principal to have ultimate responsible for a class group of students</li> <li>• will take student attendance at the allocated times before, during and after the carnival</li> </ul>
<u>Supervision ratio</u>	<ul style="list-style-type: none"> <li>• refers to the supervisor to student ratio.             <ul style="list-style-type: none"> <li>o 1 teacher : 20 students - general supervision</li> <li>o 1 teacher :20 students - proficient swimmers in the water</li> <li>o 1 teacher :10 students - non-proficient swimmers in the water</li> <li>o 1 lifeguard :100 students</li> </ul> </li> </ul>
<u>Free Swimming</u>	<ul style="list-style-type: none"> <li>• is unstructured, supervised swimming or water play</li> </ul>
<u>Structured Aquatic Activity</u>	<ul style="list-style-type: none"> <li>• is directed, supervised water activity</li> </ul>
<u>Emergency</u>	<ul style="list-style-type: none"> <li>• is any incident that may lead to injury or death of a student or staff member that requires an emergency response</li> </ul>

School Swimming Carnivals  
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**Flowchart: School Swimming Carnival Procedures**



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## **Implementation Procedures for School Swimming Carnivals**

Schools must implement the Directorate Swimming Carnival Procedures to ensure a safe environment for all participants. These procedures have been adapted from the ACT Royal Life Saving Society framework. Stages/Steps 1-11 must be implemented for all swimming carnivals. Stages/steps 12-16 must be implemented once the carnival is completed.

### **Step 1: Select a Carnival Coordinator and an approved venue**

The Carnival Co-ordinator will oversee the process of organising and conducting the carnival. Student safety is paramount in any planning process.

Carnival Co-ordinators must select an aquatic venue that:

- has been approved by RLSSA
- has been approved by the principal
- meets the needs of the school

Royal Life Saving Society ACT provides Aquatic Facility Safety Assessments which audit aquatic facilities on an annual basis to ensure they provide the minimum industry safety standards. A list of '5 star approved venues' that are compliant with these industry standards is available from Royal Life Saving Society ACT on (02) 6260 5800 or at: [www.act.royallifesaving.com.au](http://www.act.royallifesaving.com.au)

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Prior to booking a venue, the Carnival Co-ordinator must liaise with the pool operator to ensure the venue can cater to the policy requirements of the school visit. Issues to be discussed with the pool operators include:

- the venue is RLSSACT 5 star approved
- the industry standard of one lifeguard per 100 students is met
- areas for non-proficient and non-swimmers are clearly marked, and
- out-of-bound areas are clearly marked.

### **Step 2: Complete the Directorate 'Swimming Carnival Risk Assessment and Risk Management Plan'**

All schools are required to complete a Risk Management Plan prior to conducting a swimming carnival. Most risks with swimming carnivals are associated with unstructured water activities such as free swimming time, use of equipment including waterslides, diving boards, aqua runs and end-of-year aquatic activities. Free swimming time is not permitted at school swimming carnivals.

## School Swimming Carnivals Procedures and Checklists

Risk management plans must include actions to be taken in the event of an emergency at the swimming carnival.

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### **Step 3: Obtain parent/carer permission including medical information**

Schools are required to obtain parents/carers consent for all students participating in swimming carnivals. The consent form must indicate the child's swimming ability. In addition schools must obtain relevant medical information about the student from the parent.

The appendices contain sample consent forms in the seven most commonly spoken languages other than English across Canberra schools.

### **Step 4: Organise sufficient staff**

The Principal-approved Carnival Co-ordinator must arrange for sufficient staff to control and supervise both dry land and water activities. The number of supervising teachers will depend on student numbers, the type of activity and the conditions at the venue.

- ✓ For pre-school to year 6 in a regular sized class the teacher must be accompanied by at least one other adult. The ratio 1:20 applies in this scenario.
- ✓ For years 7-12 where the regular class contains non-swimmers, the teacher must be accompanied by at least one other adult. The ratio of 1:20 applies in this scenario.

The Carnival Co-ordinator may appoint an Activity Co-ordinator to be in charge of specific water or dry land activity.

### **Step 5: Induct staff**

The Principal or the Carnival Co-ordinator must induct staff prior to the swimming carnival. This includes showing the ACT Directorate Proficiency Testing DVD.

The induction should address:

- venue layout, rules and regulations
- procedures in the event of an emergency
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff
- survival challenge - proficiency testing, and
- swimming carnival program, including appropriate activities planned for non-proficient or non-swimmers.

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School Swimming Carnivals  
Procedures and Checklists

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**Step 6 – Check student records to determine which students must undertake the survival challenge - proficiency test**

Prior to the swimming carnival the Carnival Co-ordinator must check that class teachers have accessed student records on MAZE to determine which students have not successfully completed the survival challenge – proficiency test. A list of those students who must undertake the proficiency test must be available on the day of the swimming carnival.

**Step 7: Induct students**

The Carnival Co-ordinator should induct students in the same way as staff are inducted.

The student induction should include:

- venue layout, rules and regulations
- procedures in the event of an emergency
- roles and responsibilities of venue staff, including lifeguards
- roles and responsibilities of school staff
- survival challenge - proficiency testing, and
- carnival program, including activities planned for non-proficient or non-swimmers.

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**Step 8: Ensure correct roll marking procedures are undertaken**

Teachers in charge of a class of students are mandated to take attendance:

- before leaving the school
- upon arrival at the pool venue
- once during the carnival (e.g. during a whole school eating break)
- before leaving the pool venue, and
- upon arrival back at school.

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Schools should use the Directorate sample attendance record for swimming carnival on page 34.



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### **Step 9: Conduct survival challenge - proficiency testing**

The proficiency testing should be completed prior to or on the day of the swimming carnival so that all children can be assessed for swimming proficiency. All students will wear wristbands based on the results of the assessment so staff can easily identify non-proficient swimmers.

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The children must successfully complete the following steps to be given a blue wristband:

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and co-ordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skull, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and
5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.

Any child who cannot complete all those steps should be given a yellow wristband.

The proficiency test is not a learn-to-swim program. Contact Royal Life Saving Society ACT on (02) 6260 5800 for more details.

### **Step 10: Classify students and record results**

After completing the proficiency test, all students must be categorised and the results recorded on MAZE.

### **Step 11: Ensure all students wear wristbands**

Proficient swimmers are given a blue wristband and non proficient swimmers are given a yellow wristband. Wristbands should be single use so that if they are removed they cannot be worn again.

### **Step 12: Return equipment**

Once the swimming carnival is completed, the Carnival Co-ordinator should make sure all equipment is returned or packed away appropriately.

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**Step 13: Communicate results**

The Carnival Co-ordinator is responsible for all relevant swimming carnival results being entered into the zone or regional carnival through the SSACT office. Once that is completed, the results can be communicated to the parents via a school newsletter or other written means.

**Step 14: Celebrate student achievements**

Once the carnival is completed the school is encouraged to celebrate student achievement appropriately at school. This may involve the presentations of certificates, ribbons or trophies, however this is a school-based decision.

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**Step 15: Ensure proficiency results are recorded on MAZE**

The Carnival Co-ordinator will ensure all proficiency test results are entered onto MAZE.

**Stage 16: Debrief with staff and file recommendations for next carnival**

The Principal and the Carnival Co-ordinator will debrief with staff on the highlights and issues of the carnival. All recommendations should be recorded and filed on an official Directorate file for use in planning the next swimming carnival.

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**Policies and documents related to organising a swimming carnival**

- School Swimming Carnivals
- Excursions Policy
- First Aid Policy
- Sun Protection Policy
- Physical Education and Sport
- Risk Management Plan
- Safety and Emergency Contingency Plan
- The Directorate's Risk Management Framework

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School Swimming Carnivals  
Procedures and Checklists

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### ***Procedures for Non-Proficient Swimmers at the Swimming Carnival***

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All of these procedures **MUST** be followed:

- ❖ All students must be fully supervised at all times and non-proficient swimmers must wear a yellow wrist band.
- ❖ An area for supervision and conduct of activities for non-proficient swimmers must be identified and designated at the pool venue prior to the commencement of the carnival in consultation with pool venue staff including an appropriately qualified lifeguard.
- ❖ The Principal must approve the designated area.
- ❖ Supervision of the designated area must include supervision by an appropriately qualified lifeguard.
- ❖ Additionally, non-proficient swimmers must be supervised by school staff with a maximum ratio of 1:20.
- ❖ When non-proficient students enter the water for activities they must be supervised by school staff within the pool in small groups with a maximum ratio of 1:10 with due consideration of the students age, height and depth of water.
- ❖ **FREE SWIMMING ACTIVITIES ARE NOT PERMITTED.**

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School Swimming Carnivals  
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### Staff Qualifications

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In most schools, a group of teachers will take responsibility for conducting a school swimming carnival. However, the Principal should appoint a Carnival Co-ordinator to oversee the process of organising and conducting the carnival. Student safety is paramount in any planning process.

The Carnival Co-ordinator should have had leadership experience at other carnivals before attempting this position. Consideration should be given to appointing an Assistant or Apprentice Carnival Co-ordinator.

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At least two of the adults present at the swimming carnival (including pool supervisory staff on pool deck) must have the ability to:

- effect a recovery of a student from the water at the venue
- perform first aid (hold a current senior first aid certificate), and
- perform cardio pulmonary resuscitation (hold a current CPR award).

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### Risk Management

All schools are required to complete a Risk Management Plan prior to conducting a swimming carnival. A sample Risk Management Plan is provided in the appendices (page ?). Most risks with swimming carnivals are associated with unstructured water activities such as free swimming time, use of equipment including waterslides, diving boards, aqua runs and end-of-year aquatic activities.

Risk management plans must include actions to be taken in the event of an emergency at the swimming carnival.

**Please note:** Free swimming is not permitted at school swimming carnivals. Appropriate structured aquatic activities may be conducted.

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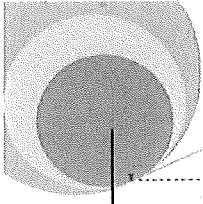
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School Swimming Carnivals  
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### Supervision

Adequate supervision must be provided as follows:

- all students must be supervised at all times during the carnival
- all teachers at the carnival must be aware of their collective and individual responsibilities as outlined in their induction
- where proficient swimmers are engaged in water activities, teachers must have a clear view of the pool at all times. A ratio of 1:20 must be adhered to, and
- where non-proficient swimmers are engaged in water activities, a ratio of 1:10 applies with due consideration of the students age, height and depth of the water.

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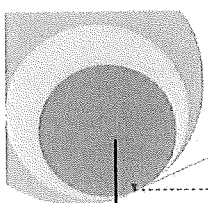
The Swimming Carnival Co-ordinator must ensure there are sufficient lifeguards supervising the pool area. *The industry standard of one lifeguard per 100 students must be met.* Lifeguards at the pool must hold a current pool lifeguard qualification.

### Primary: (pre-school to year 6)

The teacher of a regular sized class must be accompanied by at least one other adult (i.e. a minimum of two adults). The ratio of 1:20 must be in place.

### Secondary: (year 7-12)

The teacher must be accompanied by at least one other adult if the regular sized class contains non-swimmers. One teacher may supervise a class if there is qualified pool staff on duty. The ratio of 1:20 still applies for this age group.



School Swimming Carnivals  
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### Survival Challenge - Proficiency Testing

Teachers are required to assess all students' swimming ability prior to any swimming carnival.

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The Directorate has created a DVD which explains how teachers will conduct the proficiency tests. The DVD must be shown and discussed with relevant staff before each swimming carnival to ensure teachers understand their role in conducting proficiency tests.

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The results of the proficiency test must be recorded on MAZE and kept on an official file. A sample recording sheet is in the appendix (page ?). Once students have completed the proficiency test they will be banded – blue for proficient and yellow for non-proficient. Students must then display these bands when participating in the swimming carnival.

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The children must successfully complete the following steps to be given a **blue wristband**:

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and co-ordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skull, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and
5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.

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Any child who cannot complete all those steps should be given a **yellow wristband**.

The proficiency test is not a learn-to-swim program. Contact Royal Life Saving Society ACT on (02) 6260 5800 for more details.

School Swimming Carnivals  
Procedures and Checklists

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## Safety

### Key Points for Best Practice

The Carnival Co-ordinator must ensure that:

- qualified lifeguards monitor all swimming events on each side of the pool
- teachers not expected to enter the water to assist students must be briefed on appropriate communication should they observe a student needing assistance (whistles should be used for this purpose)
- safety checks are built into procedures e.g. a buddy system, roll checks
- approved procedures are implemented in the event of an emergency
- sun protection measures such as suitable clothing and hats are promoted to students
- adequate shaded areas are available for students whilst not competing in races or structured and unstructured activities
- sunscreen is available for all students and staff in outdoor venues
- regular reminders to use the sunscreen are given during the carnival
- the dangers of ultra violet radiation are repeated throughout the day and included in any advice to parents, and
- a public address system is available.

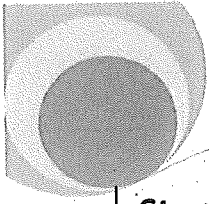
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### Personal Safety Issues

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Students, teachers and other participants must:

- remove jewellery and other ornaments where it is deemed to represent a threat to safety
- secure long hair to avoid interference with sight or breathing, and
- have reached a proficient level of swimming competency to participate in swimming carnivals.



School Swimming Carnivals  
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Starting pistols and caps represent a significant danger and must be used only by teachers or other adults at the venue. If the school has no-one to act as starters, ACT Swimming may be able to supply a person for the school, zone/district or ACT swimming carnivals.

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Some schools may chose to use whistles to avoid the safety risks associated with starting pistols and caps.

### Starting pistols

Starters must use industrial type hearing protection designed for medium to high level noise (above 30 decibels). These may be either ear muffs or ear plugs. No other person is permitted to stand in the immediate vicinity of the starter while the starting pistol is used.

### Starting caps

The following safety procedures must be used with starting caps:

- always carry caps in a rigid container; never loose in a pocket or hand
- avoid friction; do not rub together, and
- use of starting caps is prohibited by persons under 18 years.

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### Equipment

Equipment at the venue must include the following:

- life saving aids readily available within the venue – teachers supervising swimming activities must know their whereabouts and be confident to use them
- first aid kit
- safe storage of starting pistols and caps
- public address system. If the venue does not have one Carnival Co-ordinators can borrow one from School Sport ACT, and
- SPF30+ sunscreen for staff and students.

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### Swimming Carnival Program

The Swimming Carnival Co-ordinator should develop a program which includes scope for modified activities that match the skill and fitness levels of the students. A sample program for Primary Schools and one for Secondary Schools is found in Appendix F.





## CHECKLIST FOR SWIMMING CARNIVALS

*Principal to complete*

Action	Date	Completed
1. Select Carnival Co-ordinator and check the co-ordinator has skills and experience to organise carnival or ensure co-ordinator is mentored by an experienced skilled staff member. Consideration should be given to appointing an Assistant or Apprentice Carnival Co-ordinator.	3 months before carnival	
2. Check progress of carnival planning with Carnival Co-ordinator.	2 months before carnival	
3. Check planning complies with Directorate policies and procedures.	6 weeks before carnival	
4. Review Risk Management Plan to determine if carnival will go ahead.	8-6 weeks before carnival	
5. Complete the Risk Management Plan and retain at the school.	5 weeks before carnival	
6. Check arrangements for proficiency testing to ensure all participating students will be ability tested.	6 weeks before carnival	
7. Check parents have been informed of arrangements and given opportunity to provide informed consent.	6 weeks before carnival	
8. Check all staff are well briefed on their responsibilities and that they are represented on the supervision roster/carnival supervision plan.	3 weeks before carnival	
9. Ensure the Proficiency Testing DVD is shown and discussed with relevant staff.	3 weeks before carnival	
10. Ensure that all arrangements for the swimming carnival are discussed at a staff meeting.	3 weeks before carnival	
11. Review and discuss each item on the Risk Management Plan with staff.	3 weeks before carnival	
12. Sign and fax (62058327) Principal's checklist to School Network Leader.	1 week before carnival	

Principal's signature: \_\_\_\_\_

Date \_\_\_\_\_

Network Leader's signature: \_\_\_\_\_

Date \_\_\_\_\_

Network Leader will fax reviewed and signed Principal's checklist to the school prior to the school carnival.

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## CHECKLIST FOR SWIMMING CARNIVALS

### Stage 1: Carnival Co-ordinator to complete

Action - 3-12 months prior to carnival	Date achieved	Initial
1. Check district and zone dates to ensure there are two weeks between school and district carnival		
2. Choose carnival date and back-up date		
3. Discuss at an Executive team meeting and seek approval.		
4. Select and book approved venue		
5. Add date to school yearly planner		
6. Clarify cost of entry for students, teachers and parents		
7. Check if school will have sole access to pool for the day (some pools have public access at lunch time so students are not allowed in the water then)		
8. Book transport		
9. Liaise with pool venue manager to ensure they have:		
<ul style="list-style-type: none"> <li>• ACTRLSS 5 Star Approval</li> <li>• lifeguard ratios of 1 lifeguard per 100 students</li> <li>• clearly identified area for non-proficient swimmers and non-swimmers</li> <li>• clear out-of-bound markings</li> <li>• appropriate pool depth for diving starts</li> <li>• shade areas</li> <li>• BBQs/tables if required</li> <li>• flotation devices e.g. kickboards, noodles if required</li> <li>• audible loud speaker system</li> <li>• flexibility for 25 and 50 metre events – can bulkheads be moved; if so how long will this take – allow time in your breaks to move them</li> </ul>		

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## CHECKLIST FOR SWIMMING CARNIVALS

### Stage 2: Carnival Co-ordinator to complete

Action – 6 weeks prior to the carnival	Date achieved	Initial
1. Confirm the pool booking and above approval information		
2. Confirm transport		
3. Advise staff of the date		
4. Liaise with canteen staff to advise date		
5. Publicise the carnival to school community		
6. Access Directorate parental permission proformas including alternative language options (check which ones your school needs)		
7. Send proformas home to obtain parental permission		
8. Complete Risk Management Plan using the template in the appendix, including emergency procedures		
9. Send Risk Management Plan to Principal for approval		
10. Discuss Risk Management Plan with staff to determine relevant safety and emergency procedures are in place		
11. Check supplies of sunscreen plus other equipment eg hoodies, whistles, result sheets		
12. <del>Develop the carnival program - include events for swimmers and non swimmers</del>		
13. Determine number of officials needed		
14. Check previous school swimming records		
15. Liaise with staff about official jobs' roster		
16. Develop a staff supervision roster/carnival supervision plan		
17. Obtain Principal's approval for roster and then communicate it to staff		
18. Let staff know when to undertake the proficiency testing		
19. Arrange for students undertaking swimming proficiency testing to have their results recorded and filed		
20. Arrange for first aid officer to attend the carnival		

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**ACT**  
Government  
Education and Training

**CHECKLIST FOR SWIMMING CARNIVALS**

**Stage 3: Carnival Co-ordinator to complete**

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Action – 3 weeks prior to the carnival	Date achieved	Initial
1. Start collecting money, medical and permission notes		
2. Make program and organisational arrangements available to parents		
3. Organise perpetual trophies if required		
4. Ensure that all arrangements for the swimming carnival are discussed at a staff meeting.		
5. Communicate program and jobs' roster to staff		
6. Brief officials on their roles and responsibilities		
7. Outline a communication plan if carnival needs to be cancelled		
8. Organise students to assist with refreshment for officials		

Comment [RL5]: Formatting needed



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## CHECKLIST FOR SWIMMING CARNIVALS

### Stage 4: Carnival Co-ordinator to complete

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Action – 1 week prior to the carnival	Date achieved	Initial
1. Explain Risk Management Plan to staff, <u>including emergency procedures</u>		
2. Ensure all permission notes and money have been collected		
3. Make arrangements for students not attending or participating		
4. Recheck transport details .		
5. Prepare all programs, results and record keeping sheets		
6. Speak to students about how carnival is organised and what the expectations are ( <u>including no free swimming</u> )		
7. Finalise and communicate transport arrangements		
8. Identify which teachers, parents, students will arrive early at the pool to help with set up		



## CHECKLIST FOR SWIMMING CARNIVALS

### Stage 5: Carnival Co-ordinator to complete

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Action – 1 day prior to the carnival	Date achieved	Initial
1. Check and pack all equipment		
2. Check all attendance marking sheets are ready and distributed		
3. Ensure that all elements of emergency procedures are prepared (eg emergency phone numbers)		
4. Brief student helpers		
5. Check weather forecast and remind staff and students about communication arrangements if carnival is cancelled		



## CHECKLIST FOR SWIMMING CARNIVALS

### Stage 6: Carnival Co-ordinator to complete

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Action – On the day of the carnival	Date achieved	Initial
1. Set up early to allow time for anticipated problems		
2. Check and supervise staff and parent officials and staff on supervision duty roster		
3. Ensure correct roll marking protocols and procedures are undertaken		
4. Ensure teachers take all medical and permission notes with them		
5. Ensure students undertake the survival challenge – proficiency test		
6. Check that proficiency test results are recorded in MAZE and paper records are stored on an official Directorate file		
7. Ensure that all students are wearing wristbands		
8. Ensure that no free swimming takes place		
9. Remind staff and students about emergency procedures and implement as required		
10. Ensure there is a designated area for non-proficient swimmers		
11. Ensure all students and staff have access to sunscreen		
12. Ensure toilets/ change rooms are supervised		

Deleted: and that all students are wearing wristbands



## CHECKLIST FOR SWIMMING CARNIVALS

### Stage 7: Carnival Co-ordinator to complete

Action – 1 week after the carnival	Date achieved	Initial
1. Make sure all equipment is returned or packed away appropriately		
2. Enter relevant results into the zone or regional carnival through SSACT office		
3. Communicate relevant recorded results to parents		
4. Celebrate student achievements appropriately at school e.g. ribbons, trophies		
5. Debrief with staff on carnival <u>highlights and issues</u> and record and file recommendations for the next carnival		
6. Document any emergency procedures and follow-up actions		

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Insert School Logo Here

Click here to enter a date

Dear Parents and Carers

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The following details relate to an educational excursion to click here to enter venue which will be the venue for this year's school swimming carnival.

The swimming carnival forms a core component of the school's *Physical Education* curriculum therefore all staff will be in attendance at the carnival. No supervision will be provided at school.

Comment [RL6]: Check whether some supervision should be provided at school

The teacher in charge of this event will be Click here to enter teacher in charge name.

**IMPORTANT INFORMATION:**

- Event:** Click here to enter event title
- Venue:** Click here to enter venue details
- Date:** Click here to enter a date
- Time:** Click here to enter departure and arrival times
- Transport:** Click here to enter mode of transport
- Cost:** Click here to enter total cost of excursion
- Food:** Click here to enter food requirements including canteen details
- Clothing:** Click here to enter clothing and sunscreen requirements

**Safety/Emergency procedures**

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If needed, the school can be contacted at Click here to enter pool venue. In an emergency the school has access to all pool facilities and the appropriate emergency services.

It is important that staff are aware of your child's swimming ability prior to the event. Please ensure you carefully complete the attached permission note indicating your child's swimming ability.

Kind Regards

Click here to enter Principal's name

*School Principal*

Click here to enter school name **School Swimming Carnival**

**Permission for Swimming Carnival Activities**

Teachers are required to assess the swimming ability of every child they take on an excursion where there is water for swimming or aquatic activities. This is called the **Survival Challenge Proficiency Test**.

As a part of this assessment and to help ensure the safety of your child, please provide the following information:

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1. Name of Child: \_\_\_\_\_

2. School Year: \_\_\_\_\_

3. My child can swim:  No

Yes

4. Distance my child can confidently swim:

10m

25m

50m

100m

5. I agree to my child taking part in swimming / aquatic activities associated with this excursion.

Name of Parent / Carer: (please print) \_\_\_\_\_

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Survival Challenge Proficiency Test is a five step process. A student will be deemed a proficient swimmer if they can:

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and co-ordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skull, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and
5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.

Click here to enter school name **School Swimming Carnival**

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**Permission Note**

Ledger Code: Click here to enter ledger code

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_  
to attend the Enter school name here swimming carnival at Enter venue name here on Click here to  
enter a date travelling by Enter mode of transport here.

I enclose Nominate amount of \$

**Arrangements for Non-Proficient Swimmers, Code of Conduct and Parental Agreements:**

*An area for supervision and conduct of activities for non-proficient swimmers will be identified and designated at the pool venue. When non- proficient students enter the water for activities they will be supervised by school staff within the pool in small groups with a maximum ratio of 1:10.*

*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. Unacceptable behaviour will be treated as it is normally treated at school, (reminders, time out in a designated spot, and exclusion from an activity) but with the additional factor that the student may be returned to school should the behaviour be extreme or overly persistent.*

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

*I agree to my child participating in the swimming/aquatic activities mentioned previously. I have discussed with my child the need for sensible behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child's attending this event.*

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*I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency. I agree to provide any relevant medical information to the school to the excursion.*

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**Comment [RL7]:** Check this with Darryl Stuckey (re excursion policy)

Name of Parent / Carer: (please print) \_\_\_\_\_

Deleted: Guardian /

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Comment [RL8]:** Check this with legal

This form requests information about students which will be held by the school. This information may be disclosed to government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Education and Training Directorate.



## Swimming Carnival Medical Information and Consent Form

Dear Parents and Carers

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I am attaching a Swimming Carnival Medical Information and Consent Form and request that you complete and return it to the school as soon as possible.

The information you are requested to give on the attached form 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.

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Comment [RL9]: Check with legal

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.

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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 also be reflected on the General Medical Information and Consent form kept at the school and arrange to update the form.

### 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.

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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.

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### First Aid Plans for Anaphylaxis, Asthma, Diabetes and Epilepsy

You are asked to indicate on the attached Excursion Medical Information and Consent form if the student suffers from any of these conditions. 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.

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### 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.

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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 life saving 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.

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### 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.

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**Medical Services for Students attending ACT Government Schools**

ACT Health advises that the following arrangements apply to students in ACT public schools involved in school accidents requiring ambulance transportation and/or treatment in accident and emergency sections of either public hospital in the ACT.

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**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 carers 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.

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Parents and carers are reminded to check their health cover for ambulance transportation outside the ACT.

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**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.

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Your cooperation in completing and returning the attached form promptly would be appreciated.

Yours faithfully

School Principal

Date: / /



Swimming Carnival  
Medical Information and  
Consent Form

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Comment [RL10]: To be checked by legal and Darryl Stuckey (Excursion policy)

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on an excursion to a swimming carnival.  
A copy of each student's form must be taken on the excursion.  
The Directorate collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at your child's school and will be made available to staff of the school and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1998 (Cwth). Parents note that in the absence of a specific Plan standard First Aid will be administered.

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Student's Surname/Family name: \_\_\_\_\_ Given/preferred name: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex:  M  F

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Camp/Excursion: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone Nos - Business Hours: \_\_\_\_\_

After Hours: \_\_\_\_\_ Mobile: \_\_\_\_\_

Other Contact for Emergency: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Name of Student's Doctor: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Medicare No: \_\_\_\_\_ Private Health Fund: \_\_\_\_\_ Membership Number \_\_\_\_\_

Ambulance Fund: Note: Parents are responsible for ambulance costs outside the ACT.

Please tick if your child suffers any of the following:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Anaphylaxis * | <input type="checkbox"/> Allergies      | <input type="checkbox"/> Fits or Blackouts | <input type="checkbox"/> Nose bleeds            |
| <input type="checkbox"/> Asthma *      | <input type="checkbox"/> Blood pressure | <input type="checkbox"/> Hay fever         | <input type="checkbox"/> Reaction to drugs      |
| <input type="checkbox"/> Diabetes *    | <input type="checkbox"/> Eczema         | <input type="checkbox"/> Headaches         | <input type="checkbox"/> Sight/hearing problems |
| <input type="checkbox"/> Epilepsy *    | <input type="checkbox"/> Fainting       | <input type="checkbox"/> Heart condition   | <input type="checkbox"/> Sun screen sensitivity |
| <input type="checkbox"/> Other _____   |   |  |   |

Describe what happens for any of the conditions ticked above

[Empty text box for describing conditions]

If you have ticked any of the boxes above, does your child require specific first aid treatment (that is, specific instructions provided by your child's doctor) in addition to standard first aid treatment?

Yes  No

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If Yes, a *General First Aid Plan* is to be completed and provided to the school along with specific instructions provided by doctor. This form is available from the school.

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**Note:** For anaphylaxis\*, asthma\*, diabetes\* or epilepsy\* conditions, please ask the school for the appropriate First Aid Plan for completion. In the absence of a specific First Aid Plan, standard first aid will be given in an emergency.

Date of last tetanus injection: \_\_\_/\_\_\_/\_\_\_

Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last four weeks? Yes  No

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If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion \_\_\_\_\_

Is the student presently taking any medication? Yes  No

If Yes, please state name of medication, dosage, etc: \_\_\_\_\_

**NB. If this information should be reflected on the General Medical Information and Consent form kept at the school, please inform the school of the changes and arrange to update the form.**

Parents must give written permission and directions for the administration of any medication taken during the excursion.

The teacher in charge must be informed about the management of any medication prior to leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labelled with the student's name, dosage and frequency

Moved down [2]: I consent to my child receiving paracetamol for temporary pain relief.

I consent to my child receiving paracetamol for temporary pain relief of administration. Yes  No

Moved (insertion) [2]

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Are you aware of any physical or psychological limitations of your child? Please give details.

Is there any other information which you believe may help us to provide the best possible care?

**Consent to medical attention.** In the case of my child requiring medical treatment or in the case of a medical emergency, I/we consent to the school providing first aid or treatment as outlined in a specific First Aid Plan and I/we further authorise the school, where it is impracticable to communicate with me/us, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I/we also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed (Parent/Carer): ..... Date: \_\_\_/\_\_\_/\_\_\_

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Signed (Parent/Carer): ..... Date: \_\_\_/\_\_\_/\_\_\_

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*This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student whilst on the excursion.*

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**ACT**  
Government  
Education and Training

*Schools will always call an ambulance if your child's medical condition requires emergency medical assistance*

*Insert School Logo Here*

### STUDENT ATTENDANCE RECORD

**Event:** Click here to enter text.

**Roll Group:** Click here to enter text.

**Date:** Click here to enter a date.

Student Name	Before leaving school	Upon arrival at the venue	Mid event	Before leaving venue



## SWIMMING CARNIVAL – *Sample Primary School Program*

<b>1. Survival Challenge Proficiency Testing</b>
<b>100M OPEN</b>
2. Freestyle
3. Backstroke
4. Breaststroke
5. Butterfly
<b>50M FREESTYLE</b>
6. 8 yrs boys and girls
7. 9 yrs boys
8. 9 yrs girls
9. 10 yrs boys
10. 10 yrs girls
11. 11 yrs boys
12. 11 yrs girls
13. 12/13 yrs boys
14. 12/13 yrs girls
<b>STRUCTURED NOVELTY EVENT</b>
<b>Cork Scramble (non-swimmers)</b>
<b>50M BACKSTROKE</b>
15. 10 & under boys
16. 10 & under girls
17. 11 yrs boys
18. 11 yrs girls
19. 12/13 yrs boys
20. 12/13 yrs girls
<b>STRUCTURED NOVELTY EVENT</b>
<b>Wading Race (non-swimmers)</b>
<b>50M BREASTSTROKE</b>
21. 10 & under boys
22. 10 & under girls
23. 11 yrs boys
24. 11 yrs girls
25. 12/13 yrs boys
26. 12/13 yrs girls
<b>STRUCTURED NOVELTY EVENT</b>
<b>Over And Under Races (10yrs, 11yrs, 12/13yrs)</b>
<b>50M BUTTERFLY</b>
27. 10 & under boys
28. 10 & under girls
29. 11 yrs boys
30. 11 yrs girls
31. 12/13 yrs boys
32. 12/13 yrs girls
<b>HOUSE RELAYS-if time permits</b>
33. YEAR3/4 boys & girls
34. YEARS boys & girls
35. YEAR6 boys & girls

## Definitions

Proficient swimmer	is a student who has successfully passed the five stage Survival Challenge Proficiency Test and therefore can: <i>perform a slide entry and walk 5m through the water</i> <i>continuously swim 25m using a an action that resembles a stroke</i> <i>complete a survival sequence (survival skull, float or tread water and call for help) in deep water for 1 minute</i> <i>exit the water unassisted</i> <i>perform a voice rescue</i>
Non-proficient swimmer	Is a student who has not successfully passed the five stage Survival Challenge Proficiency Test
Carnival co-ordinator	is the teacher appointed by the principal to organise the swimming carnival must have experience at organising carnivals
Activity leader	is the teacher in charge of a specific activity
Accompanying adults	include teachers, school administrative staff, parents, activity leaders and community members known to the school and of good character
Duty of care	is a legal duty that requires the teachers should take all reasonable measures to prevent harm to any school student under their care. This duty of care arises whenever a student-teacher relationship exists
First aid officer	must hold a current senior first aid certificate
Informed consent	means that parents give agreement to their child's participation in the activity after they have been made aware of the details of the activity including its associated risks and costs
Parents	refer to adults with parental responsibilities, including carers
Risk management planning	is defined by the standards in the Directorate's Risk Management Framework
Roll group teacher	Is the teacher designated by the principal to have ultimate responsible for a class group of students will take student attendance at the allocated times before, during and after the carnival
Supervision ratio	refers to the supervisor to student ratio. <i>1 teacher : 20 students - general supervision</i> <i>1 teacher :20 students - proficient swimmers in the water</i> <i>1 teacher :10 students - non-proficient swimmers in the water</i> <i>1 lifeguard :100 students</i>

## **Introduction**

The ACT Education and Training Directorate and the Royal Life Saving Society ACT have developed this DVD to outline the steps schools are required to take to complete the Survival Challenge, swimming proficiency tests with students.

## **Survival Challenge – testing proficiency**

Students are required to complete all 5 swimming proficiency tasks to be deemed proficient. If at any stage the student appears apprehensive, distressed or concerned, they should be removed from the activity and a yellow wrist band applied to indicate they are non-proficient swimmers.

## **Sequence of the Survival Challenge**

### **Slide entry**

#### **Introduction**

The slide in entry is a safe and controlled form of entry into both known & unknown depths. It allows the student to orientate themselves to the depth and temperature of the water.

#### **Skill**

The student sits on the edge of the pool with feet in water. Unassisted, student places their hands to the side of body on the edge of the pool and turns their body so that the body is lying over the edge of the pool.

The student then lowers themselves into the water slowly, feeling for the bottom with their feet

The student remains in control throughout the pool entry.  
The student then let's go of the edge of the pool once their feet touch the ground.

The student should not just drop into the water as they need to feel for the bottom in a controlled manner.

### **Balanced walk**

#### **Introduction.**

A student's ability to walk in the water & maintain balance is important to their safety in the water. Their ability to stand up from a swimming position is one of the first skills that introductory swimmers are taught. It is very different to walking and standing on land.

#### **Skill**

The student turns away from the edge and walks in a balanced and controlled manner for 5 m with their eyes open.

### **Continuous Swim**

#### **Introduction**

Proficient swimming of 25 metres enables student to reach a point of safety from any point within a 50 metre pool

#### **Skill**

Each student should confidently complete 25 metres using a forward motion stroke or technique. Remember, this is not a learn-to-swim program. Students should possess a swimming ability that allows for appropriate safe movement through the water

Body position should be horizontal and feet should not touch the bottom or sides of the pool at any time. Students should be in full control of their breathing at all times.

If at any stage the student is not demonstrating an action that is making progress through the water then they need to be removed from the water and a yellow wrist band applied.

Students that stop and stand up should then be given a yellow band.

Always use the lane close to the edge of the pool side as this allows for rapid intervention if the student gets in to difficulties.

Supervising school staff members for the swimming element should have immediate access to a suitable rescue device i.e. a rescue tube or reach pole.

### **Survival Sequence**

#### **Introduction**

The survival sequence identifies the capacity of the student to keep their head above the water line so that they can call for help.

The timeframe of 1 minute is based on simulated response times for lifeguards to recognise a swimmer in distress & perform an appropriate rescue.

Students should keep their face clear of the water at all times throughout the sequence.

### Skill

The student treads water in the pool for the minute using an egg beater kick with the feet and sideways movements with open hands facing down.

### Rescue Sequence Voice rescue

#### Introduction

Voice rescues are the safest form of rescue & provide reassurance to a distressed individual

When attempting the rescue of a person in difficulty, the rescuer should follow a priority sequence that begins with calling out instructions to the person in difficulty.

In a voice rescue instructions are called out to the person in difficulty to provide suggestions on skills that they can use to get back to safety and to reassure them.

### Skill

Alert an adult that assistance is required

Maintaining eye contact with the person in difficulty and calling instructions to assist them to access the edge of the pool and to provide reassurance.

### Exit

#### Introduction

A student should be able to swim back to the edge of the pool and hold on to the edge. The student should then demonstrate that they are capable of either climbing out over the edge or moving along the pool edge to an appropriate exit point e.g. either ladder, ramp, stairs unassisted.

Not all students will be able to climb out over the edge of the pool.

### Skill

Students must be able to remove themselves from the pool unassisted

Students must show the ability to recognise their own capabilities and select appropriate exit strategies.

### **Whole sequence of activities**

There are a number of methods that can be used for conducting the Challenge activities.

Some suggestions for implementing the testing activities within the Challenge include:

- Several teachers position themselves to supervise separate testing components. Students either progress continuously through to the next testing activity after a successful demonstration, or are removed from the pool and given a yellow wristband if they are not able to perform an activity competently. Blue wristbands would be applied to all those students who successfully completed each of the testing activities.
- One teacher is responsible for assessing and recording the competencies of all students within one class. This method would still require additional teachers for overall supervision. Wristbands would be applied after all testing was complete.

Whichever method is chosen, schools must ensure records are kept of each student's outcome (blue or yellow wristband).

### **Step 7 Classifying students, wristbands**

Upon successful completion of the swimming proficiency challenge students will be issued with a blue band.

Students who did complete the challenge will be issued with a yellow wrist band.

### **Teacher Supervision**

Teachers should be clearly identified by either wearing colorful shirts or hats (close up of hat). They should position themselves to provide effective supervision free of visual obstructions.

**APPENDIX A: Translations of letter for permission for swimming and aquatic activities.**

**IN FOLLOWING ORDER: ARABIC, CHINESE, HINDI, KOREAN, SINHALESE, SUDANESE and VIETNAMESE**

**ARABIC**

إخطار موافقة الأنشطة المائية المنظمة
<p>فيما يتعلق بالأنشطة المائية المنظمة المقترحة (يرجى وضع دائرة على أحد الخيارين التاليين):</p> <p>أسمح لولدي بالنزول في الماء لا أسمح لولدي بالنزول في الماء</p> <p>توقيع الوالد أو مقدم الرعاية .....</p>
<p>أسمح لولدي بالنزول في الماء (يرجى وضع دائرة على أحد الخيارين التاليين):</p> <p>غير قادر على السباحة: ولدي لا يستطيع السباحة ضعيف في السباحة: ولدي يستطيع السباحة بشكل مريح وواثق في المياه الضحلة قليلة العمق ولكنه لا يستطيع السباحة بشكل جيد يستطيع السباحة بشكل معتدل: ولدي يستطيع السباحة بشكل معقول ولكنه لا يستطيع السباحة بشكل قوي أو واثق في المياه العميقة يستطيع السباحة بشكل قوي: ولدي يستطيع السباحة بشكل قوي وواثق في المياه العميقة</p> <p>توقيع الوالد أو مقدم الرعاية .....</p>

CHINESE

许可通知:自由水上活动

自由水上活动是在庆祝日或发奖日和学校竞赛日进行的自由游泳活动。

自由 - 水上活动 - 回答

在以下两项中, 请用画圈方式明确选择其中一项回答:

我允许我的孩子下水

我不允许我的孩子下水

如果您允许您的孩子下水 (请画圈选择下面一项回答):

我的孩子会游泳\*

我的孩子不会游泳\*

.....

父母/监护人签名

(\*请注意: 不会游泳的孩子只允许在浅水(齐腰)区内活动。会游泳的孩子允许进入深水区)



许可通知：有组织的海上活动

有关提议中的有组织的海上活动(请画圈选择下面一项回答)：

我允许我的孩子下水

我不允许我的孩子下水

.....

父母/监护人签名

.....  
.....

我允许我的孩子下水(请画圈选择下面回答)：

完全不会游泳：我的孩子完全不会游泳

不大会游泳：我的孩子可以在浅水区活动，但不大会游泳

一般游泳水平：我的孩子游泳水平一般，但在深水区游泳能力不强或信心不足

游泳水平高：我孩子具备高水平游泳能力而且在深水区游泳的信心十足。

.....

父母/监护人签名

## HINDI

## तैराकी और जलीय गतिविधियों के लिए अनुमति

शिक्षकों को हर बच्चे की तैराकी की क्षमता का आकलन करना आवश्यक है। वे एक भ्रमण जहां तैराकी या जलीय गतिविधियों के लिए पानी है, पर बच्चे को ले जाएगा।

तैराकी का मूल्यांकन और अपने बच्चे की सुरक्षा को सुनिश्चित करने के लिए, कृपया निम्नलिखित जानकारी दें:

1. बच्चे का नाम: \_\_\_\_\_

2. स्कूल वर्ष: \_\_\_\_\_

3. मेरे बच्चे तैर कर सकते हैं?

नहीं

हां

4. मेरे बच्चे विश्वास के साथ तैर कर सकते हैं:

10 मीटर

20 मीटर

30 मीटर

40 मीटर

5. मैं सहमत हूँ कि मेरे बच्चे स्विमिंग / जलीय इस कार्यक्रम / भ्रमण के साथ जुड़े गतिविधियों में भाग ले सकते हैं.

पिता / माता / अभिभावक/ अभिरक्षक के नाम: \_\_\_\_\_

हस्ताक्षर: \_\_\_\_\_

दिनांक: \_\_\_\_\_

DRAFT

KOREAN

허가 확인서 :수영장내 비계획적 활동

비계획적 수영이란 기념일 혹은 상급으로 받는 날 등에 하는 자유로운 감독 받지 않는 수영 활동입니다.

비계획적 - 수영장내활동 - 아래 사항에 응답하십시오.

정확하게 동그라미 표기 하십시오.

내 아이가 물에 들어 가는 것을 허가합니다.

내 아이가 물에 들어 가는 것을 허가하지 않습니다.

내 아이가 물에 들어 가는 것을 허가한다면 (아래 중 한가지에 동그라미 표기 하십시오)

내 아이는 수영 능력이 있습니다.

내 아이는 수영 능력이 없습니다.

..... 부모 / 대리인 서명

(인지사항: 수영 능력이 없는 아이들은 얕은 물에만 들어 갈 수 있습니다 (허리 정도 수위).

수영 능력이있는 아이들은 깊은 물에 들어 가도록 허락됩니다.

허가 확인서 : 수영장내 계획적 활동

계획되고 감독받는 수영장내 활동에 관련하여(아래 중 한가지에 동그라미 표기 하십시오):

내 아이가 물에 들어 가는 것을 허가합니다.

내 아이가 물에 들어 가는 것을 허가하지 않습니다.

..... 부모 / 대리인 서명

내 아이가 물에 들어 가는 것을 허가한다면 (아래 중 한가지에 동그라미 표기 하십시오)

수영 능력이 없음 : 내 아이는 전혀 수영할 수 없습니다.

약간의 수영이 가능함 : 내 아이는 얇은 물에서는 잘 놀지만 수영 능력이 별로 없습니다.

보통 수영이 가능함 : 내 아이는 어느 정도 수영할 수 있지만 깊은 물에서는 자신있게 수영할 수 없습니다.

수영 능력이 강함 : 내 아이는 수영 능력이 강하고 깊은 물에서도 잘 할 수 있습니다.

..... 부모 / 대리인 서명

SINHALESE

පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා සඳහා අවසර

පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා ඇතුළත් වැඩසටහන්වලට සහභාගීවන හැම දරුවකුගේම පිහිනීමට ඇති හැකියාව ගුරුවරුන් දැන ගත යුතුයි.

මෙම වාර්තාවේ කොටසක් ලෙස සහ ඔබේ දරුවාගේ ආරක්ෂාව තහවුරු කිරීමට කරුණාකර පහත සඳහන් විස්තර සපයන්න

1. දරුවාගේ නම: \_\_\_\_\_

2. පාසලේ වසර: \_\_\_\_\_

3. මගේ දරුවාට පිහිනීමට  නොහැකිය

හැකිය

4. මගේ දරුවාට පහසුවෙන් පිහිනීමට හැකි දුර:

10m

25m

50m

100m

5. මෙම වැඩසටහනට ඇතුළත් පිහිනුම් සහ ජලාශ්‍රිත ක්‍රීඩා වලට සහභාගීවීමට මගේ දරුවාට අවසර දෙමි.

දෙමව්පිය/භාරකරු නම (පැහැදිලි අකුරින්) \_\_\_\_\_

අත්සන: \_\_\_\_\_

දිනය: \_\_\_\_\_

## SUDANESE (Dinka)

**Päl në kuaŋ ku kã ye ke looi në pïu yiic**

Dupiöc aakoor bik kë them bik kã ke kuaŋ yenne meth kuaŋ lööm në piöc koor ben piöc ke kuaŋ ke den de piöc cök të wen noŋ piu yenneke kuaŋ/ka kã yenneke kuaŋ.

Në biäk de ye themë ku kuony ku ttit në ke bë meth yök, ku yin thiëc ba kee ka ciëen ke bëi.

1. Rink e meth-----
2. Ruöndë thukul-----
3. Mehndië e kuaŋ  Acii lëu  Alëu
4. Kaam lëu binnë mehndië kuaŋ.

- 10 m
- 25 m
- 50 m
- 100 m

5. Aya gam ke mehndië bi bande looi ne kuaŋic në ke thiäak kennë yee ajuiserë.

Rink ke kœdrit ke meth/Dugël/Raan tiët nyin

Rinku-----

Thäänydu-----

Pæei nïn-----

## VIETNAMESE

## Thư Cho Phép: Những Hoạt Động Dưới Nước Không Hoạch Định

**Việc bơi lội không hoạch định là việc tổ chức bơi lội tự do hay vào những ngày ban thường và liên hoan của trường.**

## Không Hoạch Định - Những hoạt động dưới nước - Câu Trả Lời

**Xin khoan rõ câu trả lời:**

**Con tôi được phép xuống nước**

**Con tôi không được phép xuống nước**

**Nếu con quý vị được phép xuống nước (xin khoan rõ câu trả lời):**

**Con tôi là người biết bơi \***

**Con tôi là người không biết bơi \***

..... **Cha Mẹ/Người chăm sóc ký tên**

**(\*Xin chú ý: Người không biết bơi sẽ chỉ được xuống chỗ nước cạn (sâu đến thắt lưng). Người biết bơi sẽ được xuống chỗ nước sâu).**



**Thư Cho Phép: Những Hoạt Động Dưới Nước Được Hoạch Định**

**Liên quan đến những hoạt động dưới nước được hoạch định trong đề án (xin khoanh vào câu trả lời):**

**Con tôi được phép xuống nước**

**Con tôi không được phép xuống nước**

..... **Cha Mẹ/Người chăm sóc ký tên**

**Con tôi được phép xuống nước (xin khoanh vào câu trả lời):**

Người không biết bơi: **Con tôi không bơi được**

Người bơi kém: **Con tôi đủ sức và tự tin chỗ nước cạn nhưng không bơi giỏi lắm**

Người bơi trung bình: **Con tôi là người biết bơi vừa phải nhưng không vững hoặc tự tin lắm chỗ nước sâu**

Người bơi vững vàng: **Con tôi là người bơi vững và rất tự tin chỗ nước sâu**

..... **Cha Mẹ/Người chăm sóc ký tên**



Insert School Logo Here

Click here to enter a date

Dear Parents and Carers

The following details relate to an educational excursion to click here to enter venue which will be the venue for this year's school swimming carnival.

The teacher in charge of this event will be Click here to enter teacher in charge name.

**IMPORTANT INFORMATION:**

- Event:** Click here to enter event title
- Venue:** Click here to enter venue details
- Date:** Click here to enter a date
- Time:** Click here to enter departure and arrival times
- Transport:** Click here to enter mode of transport
- Cost:** Click here to enter total cost of excursion
- Food:** Click here to enter food requirements including canteen details
- Clothing:** Click here to enter clothing and sunscreen requirements

**Safety/Emergency procedures**

If needed, the school can be contacted at Click here to enter pool venue. In an emergency the school has access to all pool facilities and the appropriate emergency services.

It is important that staff are aware of your child's swimming ability prior to the event. Please ensure you carefully complete the attached permission note indicating your child's swimming ability.

Kind Regards

Click here to enter Principal's name

*School Principal*

Click here to enter school name **School Swimming Carnival**

### Permission for Swimming Carnival Activities

Teachers are required to assess the swimming ability of every child they take on an excursion where there is water for swimming or aquatic activities. This is called the **Survival Challenge Proficiency Test**.

As a part of this assessment and to help ensure the safety of your child, please provide the following information:

1. Name of Child: \_\_\_\_\_

2. School Year: \_\_\_\_\_

3. My child can swim:  No

Yes

4. Distance my child can confidently swim:

10m

25m

50m

100m

5. I agree to my child taking part in swimming / aquatic activities associated with this excursion.

Name of Parent / Carer: *(please print)* \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The **Survival Challenge Proficiency Test** is a five step process. A student will be deemed a proficient swimmer if they can:

1. perform a slide-in-entry and walk through 5 metres of water with acceptable stability and co-ordination
2. swim continuously for 25 metres using an action that resembles a stroke
3. perform survival skull, float or tread water for 1 minute in deep water. Call for help once within the minute
4. exit water unassisted, and
5. perform a voice rescue to a buddy who is pretending to be in trouble. Reassure the victim and encourage them to a point of safety. Call for assistance.

Click here to enter school name **School Swimming Carnival**

**Permission Note**

Ledger Code: Click here to enter ledger code

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_  
to attend the Enter school name here swimming carnival at Enter venue name here on Click here to  
enter a date travelling by Enter mode of transport here.

I enclose Nominate amount of \$

**Arrangements for Non-Proficient Swimmers, Code of Conduct and Parental Agreements:**

*An area for supervision and conduct of activities for non-proficient swimmers will be identified and designated at the pool venue. When non- proficient students enter the water for activities they will be supervised by school staff within the pool in small groups with a maximum ratio of 1:10.*

*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. Unacceptable behaviour will be treated as it is normally treated at school, (reminders, time out in a designated spot, and exclusion from an activity) but with the additional factor that the student may be returned to school should the behaviour be extreme or overly persistent.*

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

*I agree to my child participating in the swimming/aquatic activities mentioned previously. I have discussed with my child the need for sensible behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child's attending this event.*

*I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency. I agree to provide any relevant medical information to the school to the excursion.*

Name of Parent / Carer: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form requests information about students which will be held by the school. This information may be disclosed to government or private medical or para-medical staff and other relevant officers in the event of an accident or emergency. The information is collected as a lawful administrative function of the ACT Education and Training Directorate.



**ACT**  
Government

Education and Training

## Swimming Carnival Medical Information and Consent Form

Dear Parents and Carers,

I am attaching a Swimming Carnival Medical Information and Consent Form and request that you complete and return it to the school as soon as possible.

The information you are requested to give on the attached form 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.

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 also be reflected on the General Medical Information and Consent form kept at the school and arrange to update the form.

### 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 indicate on the attached Excursion Medical Information and Consent form if the student suffers from any of these conditions. 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 life saving 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 public 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 carers 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 carers 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 completing and returning the attached form promptly would be appreciated.

Yours faithfully

School Principal

Date: / /



**ACT**  
Government  
Education and Training

Swimming Carnival  
Medical Information and  
Consent Form

This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student on an excursion to a swimming carnival.

A copy of each student's form must be taken on the excursion.

The Directorate collects the information contained in this form to provide or arrange first aid and other medical treatments for students. The information collected will be held at your child's school and will be made available to staff of the school and to medical or paramedical staff in the case of an accident or emergency. The information contained in the form is personal information and it will be stored, used and disclosed in accordance with the requirements of the *Privacy Act 1998 (Cwth)*. Parents note that in the absence of a specific Plan standard First Aid will be administered.

Student's Surname/Family name: \_\_\_\_\_ Given/preferred name: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Sex:  M  F

School: \_\_\_\_\_ School Year: \_\_\_\_\_ Camp/Excursion: \_\_\_\_\_

Parent/Carer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Telephone Nos - Business Hours: \_\_\_\_\_

After Hours: \_\_\_\_\_ Mobile: \_\_\_\_\_

Other Contact for Emergency: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Name of Student's Doctor: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Medicare No: \_\_\_\_\_ Private Health Fund: \_\_\_\_\_ Membership Number \_\_\_\_\_

Ambulance Fund: **Note:** Parents are responsible for ambulance costs outside the ACT.

Please tick if your child suffers any of the following:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Anaphylaxis * | <input type="checkbox"/> Allergies      | <input type="checkbox"/> Fits or Blackouts | <input type="checkbox"/> Nose bleeds            |
| <input type="checkbox"/> Asthma *      | <input type="checkbox"/> Blood pressure | <input type="checkbox"/> Hay fever         | <input type="checkbox"/> Reaction to drugs      |
| <input type="checkbox"/> Diabetes *    | <input type="checkbox"/> Eczema         | <input type="checkbox"/> Headaches         | <input type="checkbox"/> Sight/hearing problems |
| <input type="checkbox"/> Epilepsy *    | <input type="checkbox"/> Fainting       | <input type="checkbox"/> Heart condition   | <input type="checkbox"/> Sun screen sensitivity |
| <input type="checkbox"/> Other _____   |   |  |   |

Describe what happens for any of the conditions ticked above

If you have ticked any of the boxes above, does your child require specific first aid treatment (that is, specific instructions provided by your child's doctor) in addition to standard first aid treatment?

Yes  No

If Yes, a *General First Aid Plan* is to be completed and provided to the school along with specific instructions provided by doctor. This form is available from the school.

**Note:** For anaphylaxis\*, asthma\*, diabetes\* or epilepsy\* conditions, please ask the school for the appropriate First Aid Plan for completion. In the absence of a specific First Aid Plan, standard first aid will be given in an emergency.

Date of last tetanus injection: \_\_\_/\_\_\_/\_\_\_

Has the student suffered from any acute illness or injury or been treated by a medical practitioner for an illness or injury during the last four weeks? Yes  No

If YES, please state nature of illness/injury and obtain a report from the doctor that the student is fit to undertake the camp/excursion \_\_\_\_\_

Is the student presently taking any medication? Yes  No

If Yes, please state name of medication, dosage, etc: \_\_\_\_\_

**NB. If this information should be reflected on the General Medical Information and Consent form kept at the school, please inform the school of the changes and arrange to update the form.**

Parents must give written permission and directions for the administration of any medication taken during the excursion:

The teacher in charge must be informed about the management of any medication prior to leaving on an excursion. Arrangements need to be agreed on the transport, storage and administration of medication. In all cases medication must be labelled with the student's name, dosage and frequency

I consent to my child receiving paracetamol for temporary pain relief. Yes  No   
of administration.

Are you aware of any physical or psychological limitations of your child? Please give details.

Is there any other information which you believe may help us to provide the best possible care?  
\_\_\_\_\_

**Consent to medical attention.** In the case of my child requiring medical treatment or in the case of a medical emergency, I/we consent to the school providing first aid or treatment as outlined in a specific First Aid Plan and I/we further authorise the school, where it is impracticable to communicate with me/us, to arrange for him/her to receive such medical or surgical treatment as may be deemed necessary. I/we also undertake to pay any costs which may be incurred for the medical treatment, ambulance transport and drugs.

Signed (Parent/Carer): ..... Date: \_\_\_/\_\_\_/\_\_\_

Signed (Parent/Carer): ..... Date: \_\_\_/\_\_\_/\_\_\_

*This form is intended to be used to assist the school in the case of any medical treatment required or medical emergency involving a student whilst on the excursion.*

*Schools will always call an ambulance if your child's medical condition requires emergency medical assistance*