

Education outside the classroom

Activity Information Plan

To be completed for **all** off-site (Level 3 – 5) activities and approved **before** departure. Early consultation with the EOTC Coordinator is advised when planning risk and overnight (Level 4 & 5) activities as these must be approved by the Board of Trustees.

Activity proposal

Teacher in charge	Strahan McIntosh		
Date(s)	27 th September – 2nd of October	Departure time	10.00am meet Airport 27 th September
		Return time	8.30am Arrive back 2nd of October
Group	Basketball Senior Girls – List per KMAR – listed below also	No. of students	9
Location	The Arena, Palmerston North		
Accommodation	136 Tutaki Road Rd 10, Palmerston North		
Transport (Transport co.)	Flight/walk/van		
Activity	Objective(s)	Play in National Basketball Championship	
	Plan	Make own way to airport Fly to Palmerston North Van to accommodation Play at the arena in Palmerston North Return to accommodation each night Pick up from airport (organise own way home)	
	Details of risk activities	Basketball: Physical Activity,	

Staffing	Names	Responsibilities	Qualifications / relevant experience	Contact phone no. on trip
Teacher in charge	Rosanna Katene	Coach	TIC – Past Tournament experience player/coach	0279207895
Assisting staff	Vincent Lasei		Past Tournament experience as coach at same venue	0272614030
Outside contracted / volunteer staff	Strahan McIntosh	Assist the coach	Past Linwood College Sports Coordinator	0279606558
Student leaders		<u>Mayreen Fualau</u> <u>Fayreen Fualau</u> <u>Jordan Meddings</u> <u>Bhavna Lata</u>		

Declaration

I have followed the activity approval procedure (checklist), read and understood the appropriate RAMS/SAP and considered activity/site specific risk management. I will carry copies of the RAMS/SAP, endeavour to foresee risks and manage to an acceptable level. Upon completion of the activity I will undertake to debrief the activity with staff and review the activity plan and RAMS/SAP as appropriate, report any accidents/incidents to the EOTC Coordinator, and review the budget with the Administration Manager.

Signed: _____ (Activity Leader) _____ (HOD) Date: _____

Activity approved

Signed: _____ (EOTC Coordinator/DP/AP) Date: _____

Signed: _____ (BoT Chairperson) *required for Level 4 & 5 activities* Date: _____

Students – As per KAMAR

1. Mayreen Fualau
2. Fayreen Fualau
3. Jordan Meddings
4. Bhavna Lata
5. Ngarama O'Keefe
6. Easter Savilio
7. Jess Robertson-Wright
8. Hine-Moana Foster
9. Lucy Brown

Assisting

10. Vincent Lasei Manager
11. Rosanna Katene Coach

Activity approval procedure

Checklist	✓/×/ NA
Activity approved in principle by the DP in charge of the calendar or HOL for non-calendar activities.	
Affected class teachers informed of student absence.	
Information on the activity and disclosure of risk provided to parents.	
Parental consent gained (Level 4 & 5). This may be blanket consent for a series of activities (Level 4) in a specific course.	
Health information and emergency contact details collated, analysed and carried on the activity (Level 4 & 5).	
Students with special educational/medical needs planned for.	
Budget form completed for all activities involving relief and/or cost recovery from students, and approved by the Administration Manager. – <i>Budget forms available in S:\EOTC files\FORMS</i>	
Consideration given to skills and experience of staff and the supervision ratio, and they meet current accepted practice guidelines for the planned activity (Level 4 & 5).	
Outside provider safety management checklist/agreement completed where outside organisations are used.	
Outside providers, parents and other volunteers assessed for their suitability to work with students	
RAMS/SAP completed/reviewed. – <i>RAMS/SAP forms available in S:\EOTC files\FORMS</i>	
Safety assessment of the activity location/facility completed.	
Relief arranged with the Relief Coordinator if applicable.	
List of students on the activity and cost handed to the Payments Office if cost recovery is applicable.	
All money owed paid to the Payments Office if applicable. REMEMBER – “No pay, No go”	
First Aid kit and safety equipment carried. – <i>First Aid kits available from the Nurse</i>	
Means of communication carried.	
List of students on the activity and a copy of the activity information provided to parents handed to Front Office.	
List of students on the activity handed to Attendance Officer	
List of students on the activity and RAMS/SAP attached to this form and passed to the EOTC Coordinator for approval. A copy is retained by the EOTC Coordinator and another is carried by the teacher in charge.	

SAFETY ACTION PLAN

Activity:	Basketball Tournament	Group¹:	Senior Girls Basketball Team
Date(s):	27 th September – 2 nd of October	No. of students:	9
Location:	Palmerston North	Staff²:	KTN + Vinnie (teacher i/c)
Depart:	8 00am	Return:	12.00pm
Transport:	Hired Van	Ratio:	1 : 4.5

¹ Names & details of their needs (medical, supervision, learning) are attached
² Qualified/experienced for the role

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?*	Whose responsibility is it?	When/where will it be done?	Emergency plans
Death/ Injury/illness/drowning Interruption to programme /itinerary Students getting separated/ lost Misconduct (smoking/drinking/ drug taking/sexual)	(People) <ul style="list-style-type: none"> Medical history Lack of warm up Kicks, tackles, falls, strain/sprains, fatigue, dehydration, hunger Poor leadership/ instructions/ supervision/group management Students unclear on behavior expectations Students not following instructions Reckless behavior (Equipment) <ul style="list-style-type: none"> Transport accident/ breakdown/operational delays Players poorly equipped (Environment) <ul style="list-style-type: none"> Weather events affecting transport operation Hazardous playing surface/environments Pool 	<ul style="list-style-type: none"> Check medical history Carry personal medication Ensure adequate warm up Monitor food and drink intake Disclose risks to students Give clear instructions and itinerary Clearly state behavior expectations and consequences, and regularly reinforce Actively supervise Maintain adequate staff: student ratio Keep group together Wear seat belts where fitted Playing gear (including shin pads) appropriate and checked before games Give clear boundaries and instructions Supervise swimming 	<ul style="list-style-type: none"> KTN/Vinnie to collaborate on prevention And students to prepare themselves in terms of medication 	<ul style="list-style-type: none"> Medical history checked pre-tournament Students to take medication – stated on forms Coaches to warm up players Coaches and players to ensure athletes nutrition is correct Students advised by coaches of risks Itinerary to be provided to athletes prior to tournament + expectations and boundaries Supervision and staff to student ratio will remain Safety management plans will be requested Seat belts will be worn Playing gear will remain safe 	First Aid (DRABC) Rescue Evacuation Fatality Search Contacts: Emergency 111 Police Linwood College 03 982 0100 Principal 021 908 353 Equipment/Resources: First aid kit (1 kit per bus) Cell phone and numbers Pen and paper

*Include the ways you will eliminate, isolate and reduce/minimize through proactive best practice, in line with National Standards

Reviewed by:		Date:	
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EMERGENCY PLANS

First Aid Plan (DRABCS-fast, ACHIEVE-slow, WRAPT)

1. Approach the victim checking for *Danger* to you/group/patient and take charge of the situation
2. Check *Responsiveness*. Call out and talk to victim as you approach
3. Perform rapid initial assessment by checking: *Airway, Breathing, Circulation, Severe bleeding*
4. If necessary treat to stabilise victim: open the airway, commence rescue breathing/CPR, control bleeding
5. Perform thorough secondary assessment: *Accident/illness details, Chief complaint/problem, History of medical details (Information gathering), Eat and drink- what and when, Vital signs, Examine- head to toe*
6. Act on what you find to make the victim comfortable: *Warmth, Reassurance, Assess again, Positioning, Treatment*

Rescue Plan- to rescue from further harm

1. Take charge and look after yourself and the group
2. Assess the victim and your options
3. Set up the site
4. Stabilise the victim if required
5. Move the victim

Evacuation Plan- to move patient to other care

1. Assess patient mobility, personnel and equipment resources, and environmental conditions
2. If conditions are favourable prepare and assist patient to a pick-up point and/or medical care. Where patient transport is required this is best left to trained personnel. Contact Police for an evacuation. Inform Principal. In absence of means of communication send out a written message (with 2 people preferably).
3. Care for the patient and group
4. In event of a helicopter rescue, prepare the landing site, attract attention of the helicopter crew

Fatality Plan

1. Stop the activity and look after group needs: shelter, fluids, food
2. Cover the body and create a no-go zone
3. Contact Police and Principal
4. Allow for grieving process
5. Principal talks to parents and media
6. Activate trauma plan

Search Plan

1. Stop activity and manage group
 2. Establish circumstances of loss (point last seen, state of mind/body)
 3. Make initial contact with Police and Principal
- Depending on resources and conditions:*
4. Check immediate area they were last seen
 5. Undertake wider search
 6. Evaluate, contact Police and Principal

RISK ANALYSIS AND MANAGEMENT SYSTEM

Activity:	Basketball Tournament	Group¹:	Senior Girls Basketball Team
Date(s):	27 th of September – 2 nd of October	No. of students:	9
Location:	Arena Manwatu	Staff²:	KTN (teacher i/c)
Depart:	27 th of September	Return:	2 nd of October
	each day		Vinnie Lasei Strahan McIntosh - Volunteer
Transport:	Van, Airplane, Own Transport	Ratio:	1:4.5

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Risks (potential losses)		
1. Death/ Injury/illness 2. Interruption to programme/itinerary 3. Students getting separated/ lost 4. Misconduct (smoking/drinking/drug taking/sexual) 5. Drowning		
Causal factors	Risk reduction strategies	
(People) Medical history Lack of warm up Kicks, tackles, falls, strain/sprains, fatigue, dehydration, hunger Poor leadership/instructions/supervision/group management Students unclear on behavior expectations Students not following instructions Reckless behavior	Check medical history Carry personal medication Ensure adequate warm up Monitor food and drink intake Disclose risks to students Give clear instructions and itinerary Clearly state behavior expectations and consequences, and regularly reinforce Actively supervise Maintain adequate staff: student ratio	
(Equipment) Transport accident/breakdown/operational delays Players poorly equipped	Contract reputable providers/request safety management plan Wear seat belts where fitted Playing gear(including shin pads) appropriate and checked before games	
(Environment) Weather events affecting transport operation Hazardous playing surface/environments Swimming pool	Check weather forecast, consult with operators and have backup plans Check out playing facilities Give clear boundaries and instructions Swimming will be supervised	
Emergency strategies		
Plans First Aid (DRABC) Rescue Evacuation Fatality	Contacts Emergency 111 Police Linwood College 03 982 0100 Strahan McIntosh 0279606558	Equipment/Resources First Aid kit

Reviewed by:

Date:



EMERGENCY STRATEGIES

First Aid Plan (*DRABCS-fast, ACHIEVE-slow, WRAPT*)

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