



Dorroughby Environmental Education Centre

2101 Dunoon Rd, DORROUGHBY NSW 2480

Phone 02 6689 5286 Fax: 02 6689 5042

Mobile: 0418 211 972

Email dorroughby-e.school@det.nsw.edu.au

Website: www.dorroughby-e.schools.nsw.edu.au

Dear Teacher

In order to provide the best possible protection for our students and in accordance with the DoE WHS guidelines Dorroughby EEC will require that **teachers email beforehand** any information regarding visiting students:

- **Student Action Plans for Anaphylaxis** (<http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>)
- **Student Action Plans for Allergic Reactions**
- **Student Action Plans for any other Specific Medical Condition**
- A completed **Participant Notification Form** (attached).

Tick Advice:

Dorroughby EEC Tick Policy follows advice from the Australian Society of Clinical Immunology and Allergy (ASCIa). Please provide the following information to parents/ guardians.

If a student has a tick lodged in their skin and is NOT allergic to ticks:

Dorroughby staff will aim to first kill the tick with an ether-containing spray (*WART Off*) and then remove it as soon as practicable and in as safe a setting as possible.

If a student has a tick lodged in their skin and is ALLERGIC to tick bites:

Dorroughby staff will not kill or remove the tick unless otherwise directed by the student's ASCIA Action Plan.

Further information on ticks:

<http://www.allergy.org.au/patients/insect-allergy-bites-and-stings/allergic-reactions-to-bites-and-stings/82-aer/insect-allergy>

Overnight Excursions

Dorroughby staff do not stay onsite overnight but are contactable by phone for emergencies.

Please note the following points from the DoE Excursions Policy Implementation Procedures

- 4.2.1 The number of teachers to accompany the students for each excursion is to be determined by the visiting school's principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.
- 4.3.2 For coeducational groups, male and female staff supervisors are required. Schools experiencing difficulties in meeting this requirement should consult their Director, Public Schools NSW.

To support the above policy Dorroughby EEC recommends 3 adults per group of 30 students (parent or other adult supervisors who have a 'Working with Children Check' are acceptable).

Emergency vehicle

A designated emergency vehicle is required as Dorroughby EEC staff are not onsite overnight. The Dorroughby EEC vehicle may be used by visiting staff provided a *Request for use of Pool Vehicle* form (attached) is completed and returned to the centre prior to your excursion. It is advised that students have included on the excursion permission notes parent/ guardian approval to travel in a DoE vehicle in the event of an emergency.

Low Waste Lunch

In the interest of environmental sustainability please encourage students to bring a low waste lunch. Further information attached.

Yours sincerely

Cindy Picton
Principal