

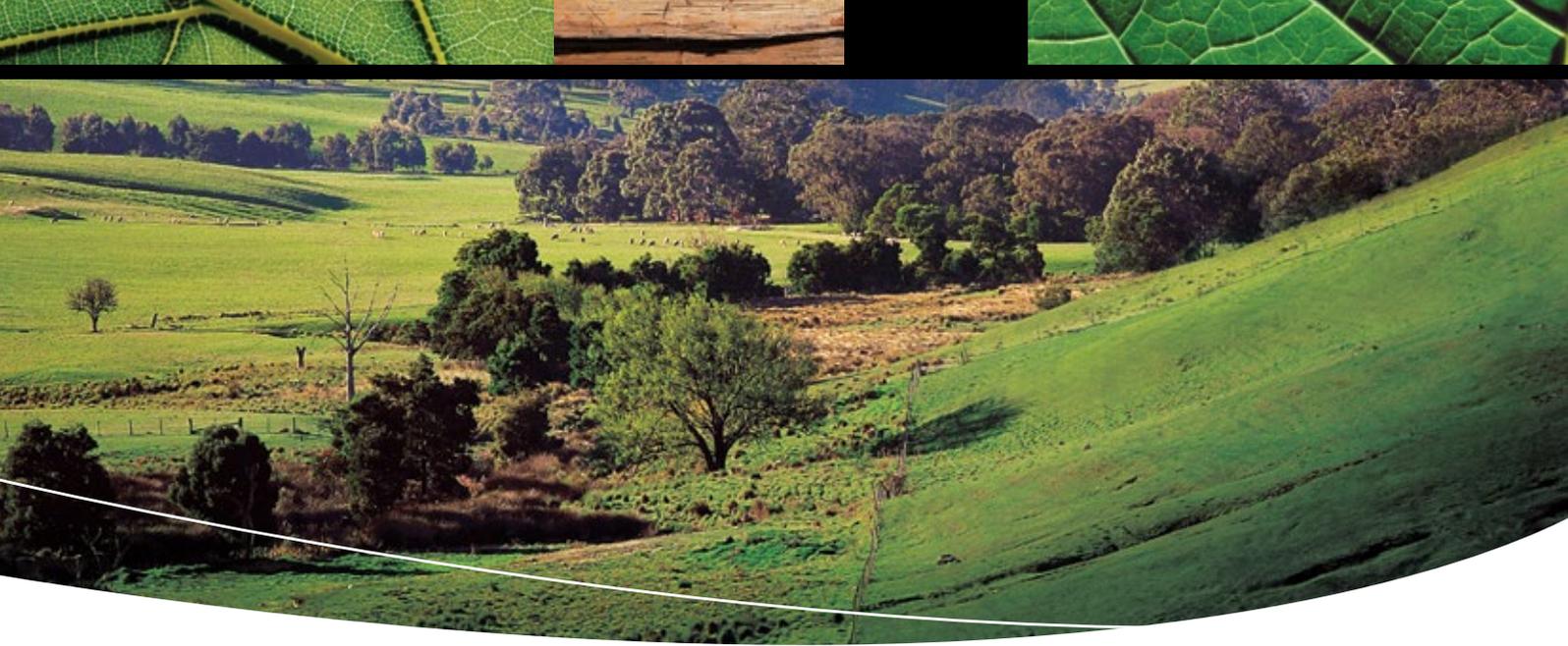


# *Narmbool Camps*

**Camp and Safety Information**



*Environment • Discovery • Science • Biodiversity*



# *Narmbool Camps*

## **Venue and Safety Information**

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# Narmbool Camps

## Venue & Safety Information

### ABOUT YOUR CAMP

Venue Name	Narmbool Environmental Discovery Camps
Location	440 Horsehill Road, Elaine VIC 3334
Mailing Address	The Sovereign Hill Museums Association, 39 Magpie Street, Ballarat Victoria 3350 Australia
Phone Number	03 5337 1188
Fax Number	03 5332 9168
Email	education@sovereignhill.com.au
Web Address	www.sovereignhill.com.au/narmbool/
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Narmbool is an ACA accredited campsite.

#### On Arrival

Your school will be greeted by Narmbool staff who will conduct an orientation talk for teachers and students which will include safety and emergency procedures and camp rules. Students will be shown the camp facilities and boundaries.

#### Meals

Breakfast and Dinner will be served in the dining room at the following times:

Breakfast - 8.00 am

Dinner - 6.00 pm

Other meals, such as morning and afternoon tea, will be timetabled into the program.

School staff are asked to supervise the distribution of meals and also to supervise students with the table setting and clearing.

#### Duty Groups

Duty groups of approximately 4 - 6 students are required 15 minutes before breakfast and dinner. They will also be required to stay and help after the meal. Their responsibilities include:

- Setting the table before the meal.
- Helping to collect anything left on the tables after the meal.
- Wiping down tables.
- Sweeping the dining room floor.

#### Personal Time

After the official program for the day concludes, students will be given personal time. During this time they can (with your permission):

- Stay in their own cabins, have showers and prepare for the evening meal.
- Socialise in the lounge room.
- Play ball games such as football and cricket up the hill in the paddock adjacent to the car park.
- Climb the escarpment as long as they walk (not run) up and down, and wear gaiters.
- Sweep the dining room floor.
- Empty compost bins.



# Narmbool Camps

## Venue & Safety Information

### BEFORE YOUR CAMP

#### **Familiarisation**

We recommend that teachers visit the site before booking to familiarise themselves with the environment and facilities. Education Officers will be able to discuss the activities and programs on offer.

#### **Bookings**

Can be made through the Sovereign Hill Education Bookings Officers.

Phone: (03) 5337 1188

Email: [education@sovereignhill.com.au](mailto:education@sovereignhill.com.au)

Fax: (03) 5332 9168

#### **Teacher Responsibilities**

Teachers accompanying students to Narmbool have an important role in ensuring a successful and enjoyable camp for all participants. During the camp, teachers are expected to be fully involved in assisting the students, and supporting the staff working with them. Education Officers will be on-site to conduct the fieldwork program from 9 am to 4.30 pm. After this time, the visiting school is responsible for conducting activities for its students.

Narmbool is a 2,000-hectare property with native and introduced flora and fauna, paddocks, sheep, creeks, bushland, grasslands and conservation areas. The best way to experience the property is on foot. Narmbool programs require considerable walking. Students will learn how to pace themselves, to manage a healthy water intake, and protect themselves from the elements. All Narmbool participants are required to do an introductory Health and Safety session to raise awareness of potential hazards and how to deal with them.

It is the school's responsibility to ensure all students have water bottles, water proof jackets and wear sunscreen, hats, long pants and appropriate footwear for hiking. All participants require a back pack to carry lunch and personal items when out on the property. Staff and students are required to wear gaiters as a safety measure against snake bite when hiking around the property. These will be provided.

#### **Pre-Camp Checklist**

In advance of the Narmbool camp, visiting teachers will:

1. Complete dietary PDF and email to Bookings Officers 2 weeks prior to camp.
2. Ensure all staff have read the Narmbool Camp and Safety Information booklet and are aware of their roles and responsibilities whilst on camp.
3. Arrange for a vehicle and driver to be available at each camp-site being used in case of emergencies.



# Narmbool Camps

## Venue & Safety Information

### CODE OF CONDUCT

The Narmbool Site Manager will assign rooms on arrival at Narmbool and give an orientation to the camp-sites and rules. Visitors must adhere to the instructions given by the Site Manager and Narmbool staff at all times. Any damage to the camp facilities or equipment at Narmbool due to misbehaviour or inappropriate use will be invoiced to the school.

This **Code of Conduct** is a framework of values and behaviours for ensuring a safe, enjoyable and satisfying participation in Narmbool's Environmental Discovery Camps.

This **Code of Conduct** is built on the following guiding principles:

Narmbool management acknowledges that a safe, orderly and secure environment is critical in meeting the learning needs of students.

Narmbool management recognises the importance of involving students in active learning experiences in an environment that promotes and supports effective independent and social learning.

All Narmbool visitors (including visiting students, teachers and accompanying adults) have the right to:

- be safe from physical, verbal and emotional abuse;
- enjoy Narmbool free from interference and bullying of any sort;
- be treated with respect and courtesy;
- expect that their property will be treated with respect.

**Narmbool staff will** respect the person and property of visiting school students and teachers, and behave towards them with professionalism, courtesy and helpfulness at all times.

**Visiting supervising teachers are responsible for:**

- ensuring they maintain close supervision of the students in their care at all times and role model the appropriate behaviours;
- ensuring they are contactable by Narmbool staff throughout their visit;
- communicating this Code of Conduct to all students in their care and accompanying adults, and ensuring it is respected;
- encouraging students to take responsibility for their behaviour;
- ensuring that all special dietary requirements and medical risks are advised in advance of arriving at Narmbool and that an action plan is in place to manage allergies or other health issues within the camp group.

**Visiting students are responsible for:**

- moving around Narmbool in a manner ensuring their own safety and the safety of others;
- ensuring personal safety and the safety of others when near Narmbool livestock;
- respecting Narmbool's property and the property of others;
- obeying the lawful instructions of Narmbool staff;
- treating others with respect and courtesy;
- refraining from aggressive or bullying behaviours;
- resolving problems calmly and sensibly, or by seeking assistance from supervising teachers;
- enjoying the Narmbool experience as much as possible and allowing others to do the same.

Persons who breach this code may be directed to leave Narmbool. Visiting schools will be responsible for supervising anyone directed to leave.

We thank you in anticipation of your support. Enjoy your visit!



**Dr Jeremy Johnson**  
Chief Executive Officer



# Narmbool Camps

## Venue & Safety Information

### WHAT TO BRING

#### Students

- Packed morning tea and lunch for the first day
- 1 litre reusable water bottle
- Pyjamas
- Sleeping bag
- Pillow
- Towel
- Toiletries
- Sunscreen 50+
- Back pack
- Torch with spare batteries
- Hat
- Waterproof jacket
- Waterproof footwear/walking boots
- Thick long socks
- Long pants/trousers

#### Group Leaders

- First Aid:** Teachers and supervising adults are responsible for students' behaviour and safety and for their first aid and medical requirements at all times. The group must provide its own first aid equipment and an adult trained to administer first aid.
- Car:** Each group is required to arrange for a vehicle and driver to be available in case of emergencies.
- Mobile Phone and digital devices:** Teachers are required to bring a mobile phone and charger kit. A landline phone is available at the camps for emergencies only. Users can dial 000 at any time. Non-emergency phone calls will be billed to the camping group. Teachers are issued with a UHF radio while groups are out on fieldwork.

# Narmbool Camps

## Venue & Safety Information

### EMERGENCY RESPONSE PLAN PROFORMA

Copies of this document should be provided to all staff and to the school's designated emergency contact person. The information supports the initial response to an incident.

#### Features of the region

- Narmbool is located at Elaine, 30 km from Ballarat. Farmland and Bushland, uneven terrain, dams, tracks, buildings.

#### Communication with emergency support

- How will the group communicate with emergency support?

\_\_\_\_\_ will be primary communicator via mobile phone and radio contact to Site Manager.

#### How will emergency services access the group at each location?

- How long will it take for support to arrive? **30 min max.**
- Provide descriptions of multiple access routes if possible. **Each location has access to a fire track and road to minimise time. Site Manager will communicate with Emergency Services.**
- Detail approximate travel time to medical help from the location. **30 min max for ambulance. First aid staff are available immediately.**
- List sources of emergency support **Below**
- Consider whether helicopter access is possible. **Yes, possible in paddock areas.**

#### Information required when reporting a serious accident

- Number of students injured, names of students injured
- Suspected injuries
- When it happened ... Where it happened ... What happened
- Current location of injured student(s)
- Student's present condition
- Condition of other group members and the name of the person who is with them
- What is currently happening
- Estimated time of next communication and method of communication

#### Emergency phone contacts

Emergency Services		000
Narmbool Site Manager		0417 410 446
Narmbool Site Management office		(03) 5341 5800
Buninyong Medical Centre	316 Learmonth Road, Buninyong	(03) 5341 3155
Ballarat Base Hospital	Drummond Street North, Ballarat	(03) 5320 4000
St. John of God Hospital	101 Drummond Street North, Ballarat	(03) 5320 2111
	Emergency Department	(03) 5320 2126
Police Buninyong or Ballarat		(03) 5341 3431 (03) 5336 6000
SES		13 2500
Sovereign Hill – General Enquiries		(03) 5337 1100
Sovereign Hill Education		(03) 5337 1188

#### Suggested School Contacts

Principal \_\_\_\_\_

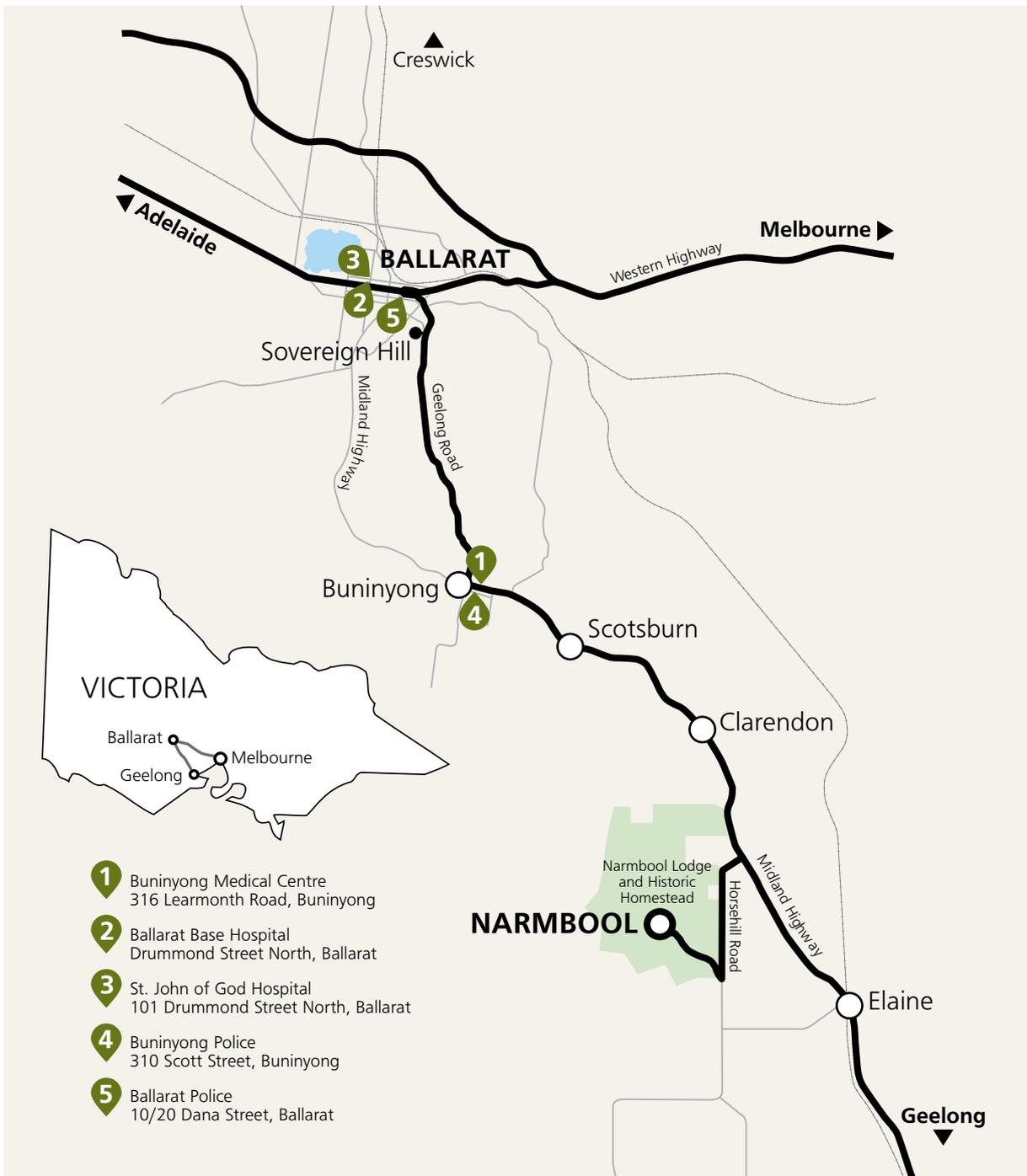
Assistant Principal \_\_\_\_\_

Reception \_\_\_\_\_

# Narmbool Camps

Venue & Safety Information

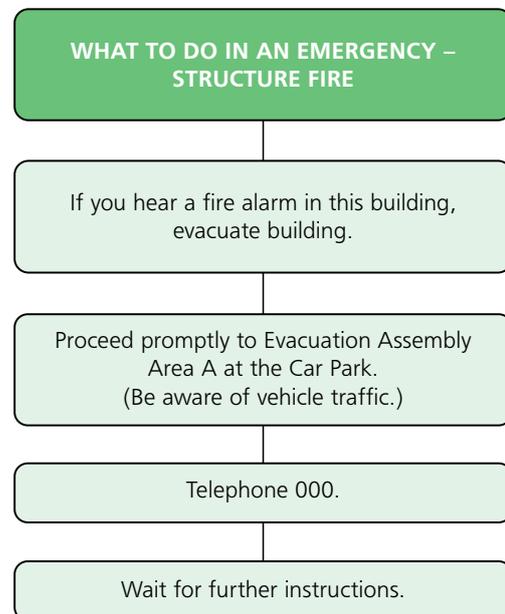
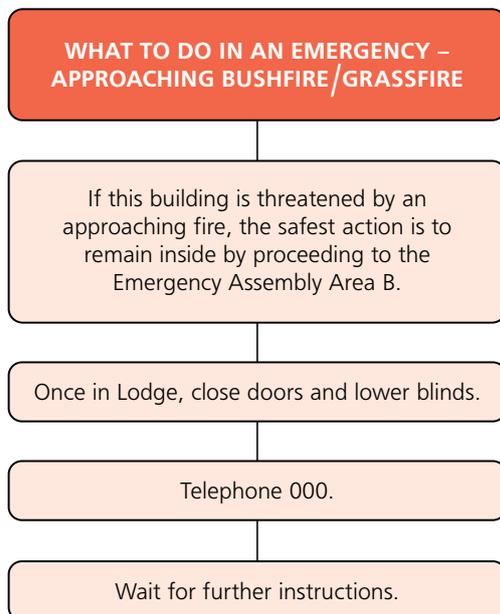
## EMERGENCY RESPONSE PLAN PROFORMA



# Narmbool Camps

Venue & Safety Information

## WHAT TO DO IN AN EMERGENCY AT NARMBOOL



## ACCOMMODATION

### The Narmbool Lodge

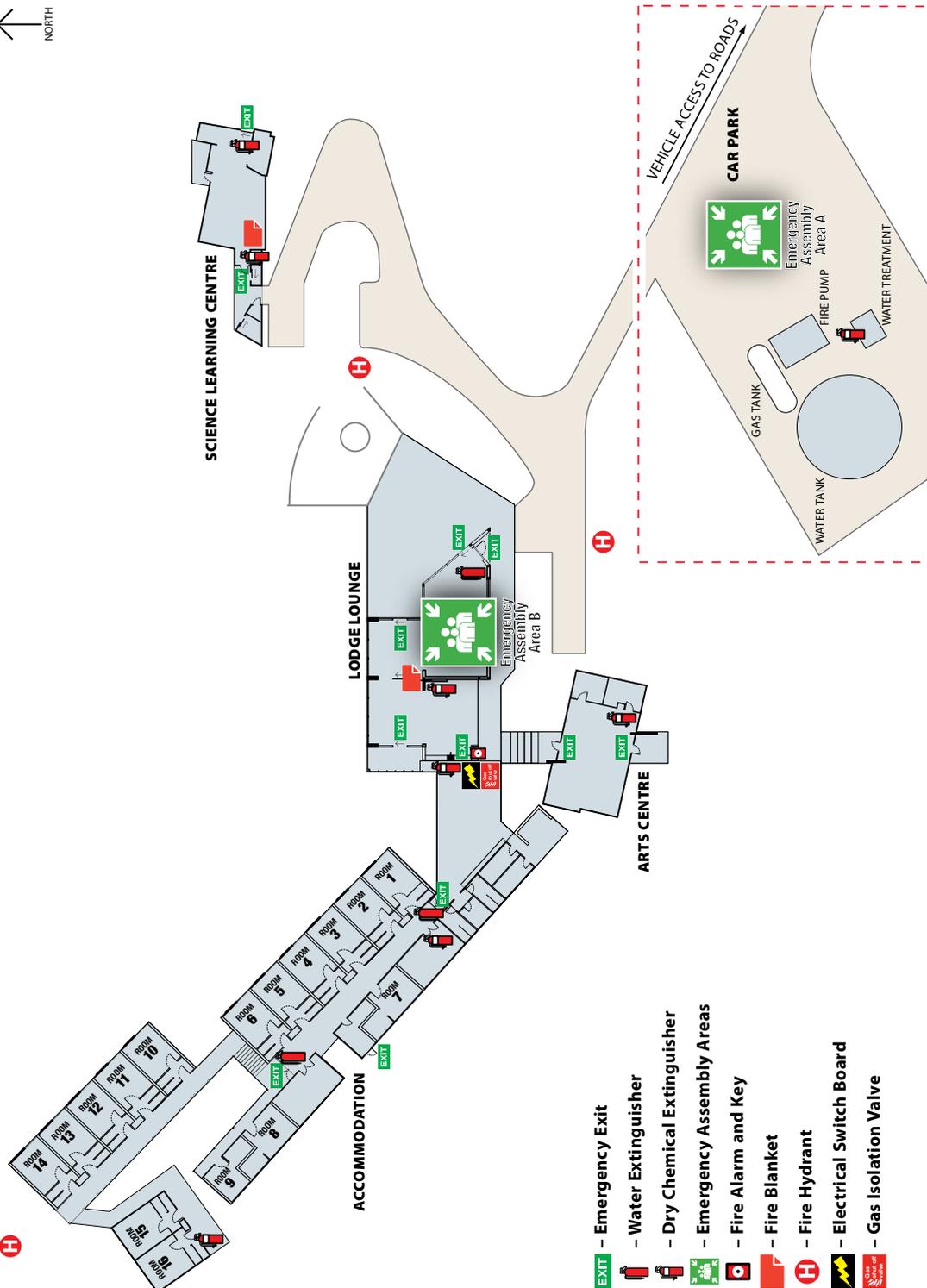
The Narmbool Lodge accommodates up to 60 students and 6 teachers (or accompanying adults) in modern motel-style accommodation. The Lodge features environmentally sustainable energy and water saving strategies including re-cycling of grey water, worm farms and passive solar heating. There are sixteen bedrooms, each with its own en-suite. Full catering is provided (schools may not self-cater).

There is a large paddock adjacent to the accommodation complex for outdoor games and activities. A night-time astronomy activity for students can be arranged on a pre-booked basis.

# Narmbool Camps

Venue & Safety Information

## NARMBOOL LODGE EMERGENCY MAP



- Emergency Exit
- Water Extinguisher
- Dry Chemical Extinguisher
- Emergency Assembly Areas
- Fire Alarm and Key
- Fire Blanket
- Fire Hydrant
- Electrical Switch Board
- Gas Isolation Valve

# Narmbool Camps

Venue & Safety Information

## NARMBOOL LODGE ACCOMMODATION LIST

Name of Group \_\_\_\_\_

Date of Stay \_\_\_\_\_

No. of Occupants \_\_\_\_\_

ROOM No	ROOM CONFIGURATION	NUMBER OF OCCUPANTS	NAMES
1	6 X SINGLES	6	
2	4 X SINGLES	4	
3	6 X SINGLES	6	
4	4 X SINGLES	4	
5	6 X SINGLES	6	
6	4 X SINGLES	4	
7	2 X SINGLES	2 TEACHERS	



# Narmbool Camps

## Venue & Safety Information

### NARMBOOL LODGE ACCOMMODATION LIST

8 (Disabled access)	2 X SINGLES	2 TEACHERS	
9	2 X SINGLES	2 TEACHERS	
10	4 X SINGLES	4	
11	6 X SINGLES	6	
12	4 X SINGLES	4	
13	6 X SINGLES	6	
14	4 X SINGLES	4	
15	3 X SINGLES	3	
16	3 X SINGLES	3	

Please note that some singles are bunk bed combinations.

Beds must not be moved from set locations. Please contact the Site Manager (see page 6).

Capacity = up to 60 students and 6 teachers.

The Site Manager will allocate a set number of rooms per group.

Groups requesting extra rooms will be charged accordingly.

# Narmbool Camps

## Venue & Safety Information

### ACTIVITIES / PROGRAMS

ACTIVITY / PROGRAM	AGE GROUP, FITNESS LEVEL, PRE-REQUISITE SKILLS ETC REQUIRED	STAFF ACCREDITATION / COMPETENCE
<b>Bush walk across property from Narmbool to Marker 7 and return.</b>	Some basic fitness or walking experience required. Appropriate footwear, clothing and water are essential.	Narmbool Education Officers (EOs) have Level 2 First Aid, sound knowledge of the property and walking tracks and are in constant radio contact with Site Manager. School staff are required to supervise students in a ratio of 1:10.
<b>Water Testing</b>	Students must be over the age of 5 and must follow Education Officers' instructions at all times, especially around the dams. Participants must have completed Narmbool OH&S module.	Narmbool Education Officers are trained teachers who understand the duty of care they must provide to students. They will brief staff and students on dam safety. School staff must assist in supervision around dams.
<b>Indigenous Games</b>	No pre-requisite skills required. Students must listen and follow instructions of Education Officers.	Narmbool Education Officers have had numerous years' experience in teaching, instructing and organising large groups of students.
<b>Narmbool Modules</b>	No previous experience necessary. School staff will need to alert Narmbool Education Officers to any student allergies to insect bites and grasses.	Narmbool Education Officers are experienced in supervising groups in outdoor recreation activities. Subject specific knowledge and support is provided by entomologists from Melbourne Museum.



# Narmbool Camps

## Venue & Safety Information

### SAFETY ISSUES / CONSIDERATIONS

ACTIVITY	(POTENTIAL) HAZARDS	SAFETY STRATEGIES
<b>Bushwalking</b>	<ul style="list-style-type: none"><li>• Slips, trips and falls</li><li>• Getting lost</li><li>• Dehydration</li><li>• Sunstroke, sunburn</li><li>• Cuts and grazes</li><li>• Sprains and breaks</li><li>• Imbedding of foreign objects</li><li>• Severe weather</li></ul>	<ul style="list-style-type: none"><li>• OH&amp;S module is delivered to students including basic first aid instructions and what to do if they become lost.</li><li>• Maps, compasses and gaiters distributed to students.</li><li>• School staff supplied with and instructed on how to use UHF radios.</li><li>• Head counts to be conducted prior to, during and after the walk.</li><li>• Narmbool Education Officers will confirm weather conditions before taking the group out. Alternate programs will be implemented in the event of unsuitable weather conditions.</li><li>• Ensuring school staff and students are adequately prepared with appropriate clothing and water supplies.</li></ul>
<b>Water Testing</b>	<ul style="list-style-type: none"><li>• Slips, trips and falls</li><li>• Drowning due to proximity to dam</li></ul>	<ul style="list-style-type: none"><li>• Staff to student supervision required to be 1:10</li><li>• OH&amp;S module is delivered to students before completing activity including basic first aid and how to safely rescue someone who has fallen in a dam.</li></ul>

# Narmbool Camps

## Venue & Safety Information

### SAFETY ISSUES / CONSIDERATIONS

ACTIVITY	(POTENTIAL) HAZARDS	SAFETY STRATEGIES
<b>Indigenous Games</b>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Impact injury from throwing sticks at inappropriate times</li> <li>• Sprains</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers to supervise students to ensure appropriate use of equipment.</li> <li>• Staff member always present.</li> <li>• Clear instructions given to students before activity begins, including that no student collects a 'spear' until all 'spears' have been thrown.</li> </ul>
<b>Sustainability Quest</b>	<ul style="list-style-type: none"> <li>• Slips, trips and falls</li> <li>• Exposure to weather conditions</li> <li>• Water (dam)</li> </ul>	<ul style="list-style-type: none"> <li>• Students will be thoroughly briefed prior to commencing the activity on the location of each station and the staff member at each one.</li> <li>• Where possible, Narmbool Education Officers and school staff will be in contact by radio to notify each other of the movement of students.</li> </ul>
<b>Damper Making (and after-hours camp fires) Terms 2 and 3 only</b>	<ul style="list-style-type: none"> <li>• Burns from open fires</li> </ul>	<ul style="list-style-type: none"> <li>• Students are supervised by trained and experienced teachers at a ratio of at least 1:10.</li> <li>• Fire safety briefings are given prior to activity commencing including no waving of sticks, pushing or running near fires.</li> <li>• Fireplaces are regularly monitored for potential hazards and rectified as required.</li> <li>• Water and sand are accessible in case of emergencies.</li> <li>• Ideally, clothing should not be synthetic fibres which pose a danger to participants. Cotton and wool are ideal.</li> </ul>

# Narmbool Camps

## Venue & Safety Information

### CLOTHING / FOOTWEAR / OTHER

ACTIVITY	CLOTHING / FOOTWEAR / OTHER ITEMS REQUIRED
<b>Narmbool Activities / Modules</b>	<ul style="list-style-type: none"><li>• Sunscreen</li><li>• Appropriate sun hat</li><li>• Sturdy foot wear such as sneakers (<b>no canvas shoes, thongs, open-toed shoes or gumboots</b>)</li><li>• Raincoat (<b>weather dependant</b>)</li><li>• Gaiters (<b>supplied by Narmbool</b>)</li></ul>
<b>Day Bushwalking</b>	<ul style="list-style-type: none"><li>• Sunscreen</li><li>• Appropriate sun hat</li><li>• Sturdy foot wear such as sneakers (<b>no canvas shoes, thongs, open-toed shoes or gumboots</b>)</li><li>• Long trousers</li><li>• Back packs to ensure hands are free</li><li>• Raincoat (<b>weather dependant</b>)</li><li>• Gaiters (<b>supplied by Narmbool</b>)</li><li>• Water in adequate sized water bottles (<b>at least 750ml and ideally 1 litre</b>)</li><li>• First Aid kit (<b>Narmbool Education Officers and school staff to carry</b>)</li></ul>
<b>Camp fires</b>	<ul style="list-style-type: none"><li>• Only to be operated under staff supervision. Students are not to stoke fires.</li><li>• Wool or cotton clothing rather than synthetic fibres is most desirable.</li></ul>
<b>Water Testing</b>	<ul style="list-style-type: none"><li>• Sun protection</li><li>• Appropriate sun hat</li><li>• Gaiters (<b>supplied by Narmbool</b>)</li></ul>



# Narmbool Camps

## Venue & Safety Information

### CRITICAL INCIDENT MANAGEMENT

TYPE OF SERIOUS INCIDENT	ACTIONS TO TAKE
<b>Lost/Missing Student</b>	<p>Students participate in OH&amp;S module before carrying out any activity on the property. In the event of getting lost, students are instructed to:</p> <ul style="list-style-type: none"><li>• Stay still – do not cross any fences</li><li>• Do not attempt to retrace steps</li><li>• Yell ‘Coo-ee’ or use whistle on compass to attract attention</li></ul> <p>Conduct regular head counts, before going on walk, during the walk and at the conclusion of the walk. Should a student be missing, all other students are to be kept together whilst Narmbool Education Officers conduct a search.</p>
<b>Severe Weather</b>	<p>Severe weather conditions can result from several different weather events. Defined as any destructive weather phenomenon, these present risks for participants in outdoor activities. The following hazards caused by severe weather are particularly relevant to the conduct of outdoor activities at Narmbool:</p> <ul style="list-style-type: none"><li>• Bushfire</li><li>• Hail</li><li>• Tree Fall</li><li>• High Wind</li><li>• Lightning Strike</li><li>• Extreme Heat</li><li>• Extreme Cold</li></ul> <p>Day-to-day evaluation and assessment of weather conditions will be done by Narmbool Campus Manager and Education Officers in consultation with local authorities such as the CFA. In the event of severe or unusual weather whilst camps are in progress at Narmbool, alternate programs will be provided.</p> <p><b>High Winds</b></p> <p>In the event of high winds and/or wind gusts, daily activities will be modified to ensure participants remain in open areas. Activities will be moved indoors if required. Walks will not take place and the escarpment will be deemed out of bounds.</p>



# Narmbool Camps

## Venue & Safety Information

### CRITICAL INCIDENT MANAGEMENT

TYPE OF SERIOUS INCIDENT	ACTIONS TO TAKE
<b>Severe Weather</b>	<p><b>Lightning Strike</b></p> <p>Associated with thunderstorms, lightning strikes can be deadly. In the event that lightning and thunderstorms are predicted whilst groups are at Narmbool, the program will be altered to include indoor activities. Groups will not walk during times where lightning and thunderstorms are predicted.</p> <p><b>Extreme Temperature</b></p> <p>Extreme temperature can have adverse effects on the physical health of individuals in the group as well as the environment. When assessing the suitability of a group to continue the activity in extreme temperatures, consideration must be given to the skill level of the group, their experience and equipment, pre-existing medical conditions of staff and students, availability of water in the field, frequency of rest breaks and the group's knowledge and understanding of the signs and symptoms of heat/cold-related illness.</p> <p>Activities will be modified if:</p> <ul style="list-style-type: none"><li>• Environmental conditions exceed the ability of the leader and the group</li><li>• Anyone in the group is demonstrating signs of heat/cold-related illness</li><li>• Conditions are too adverse for the group to be able to safely achieve the intended objectives of the experience</li></ul> <p><b>Bush Fire</b></p> <p>Fire danger is measured after consideration of wind, temperature, humidity and rainfall. Staff at Narmbool, in consultation with local CFA crews and information provided by the Bureau of Meteorology, will decide whether to continue with the day's planned activity based on information at hand or move to an alternate program.</p>



# Narmbool Camps

## Venue & Safety Information

### POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<b>Sunburn</b>	<ul style="list-style-type: none"><li>• Position the patient in a shaded area</li><li>• Cool area gently with water for approximately 10 minutes (or use hydrogel products if water is unavailable)</li><li>• Sponge with moist compresses</li><li>• Observe patient for rise in temperature and vomiting. Extensive blistering may result in shock</li><li>• Seek medical advice if in doubt</li></ul>
<b>Burns</b>	<p>Different types of burns are classed as Superficial (1st Degree), Partial Thickness (2nd Degree), and Full Thickness (3rd Degree).</p> <p><b>In the event of a burn injury aim to:</b></p> <ul style="list-style-type: none"><li>• Cool the burned area with water. This will reduce further tissue damage and relieve pain. <b>Do not use ice to cool the burn injury.</b></li><li>• Cover the burned area to minimise the risk of infection</li><li>• Minimise the shock process – rest, reassure and comfort patient</li></ul> <p><b>Do not:</b></p> <ul style="list-style-type: none"><li>• Touch the burn injury</li><li>• Break blistered skin</li><li>• Apply ointment, gel, cream, lotion, butter or powder</li><li>• Peel off clothing that may be stuck to burned skin</li><li>• Apply adhesive dressing, cotton wool or anything that may become stuck to the wound</li></ul> <p>Medical assistance should be sought, especially for 2nd and 3rd degree burns.</p>

# Narmbool Camps

## Venue & Safety Information

### POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<p><b>Asthma</b></p>	<p>Asthma is a condition where the muscles in the airways of the lungs go into spasm and the lining of the air passages constricts making breathing difficult.</p> <p>Triggers include:</p> <ul style="list-style-type: none"> <li>• Colds and flu</li> <li>• Exercise or physical activity</li> <li>• Allergic reaction to things such as pollen, dust, smog, sprays, medications, food, preservatives and mould</li> <li>• Exposure to sudden changes in weather, particularly cold and wet conditions</li> </ul> <p><b>How to recognise</b></p> <ul style="list-style-type: none"> <li>• Persistent cough, especially at night</li> <li>• Shortness of breath, particularly when talking</li> <li>• Rapid breathing, can be wheezing sounds as the patient exhales. (In severe attacks, there will not be any wheezing.)</li> <li>• Tightness across chest</li> <li>• Pale sweaty skin</li> <li>• Becoming anxious and distressed</li> <li>• Becoming blue around lips and ear lobes</li> <li>• Tiredness and exhaustion</li> <li>• Collapse leading to respiratory arrest</li> </ul> <p><b>How to manage</b></p> <p><b>Conscious patient</b></p> <ul style="list-style-type: none"> <li>• Reassure the patient and get them to sit down leaning forward with elbows extended, resting on a soft support.</li> <li>• Assist the patient to administer their prescribed reliever medication in accordance with their asthma management plan.</li> <li>• If plan is not known or unavailable, shake the inhaler (reliever puffer) and give 4 separate puffs, one at a time. After each puff, the patient inhales 4 deep breaths. Wait 4 minutes and assess the patient's condition.</li> <li>• If there is no relief, repeat the 4 puffs x 4 breaths and call an Ambulance. Keep repeating process until Ambulance arrives.</li> </ul> <p><b>Unconscious patient</b></p> <ul style="list-style-type: none"> <li>• Call Ambulance <b>000</b></li> <li>• If the patient becomes unconscious, check for signs of life (<b>response, airway, breathing normally</b>).</li> <li>• Gently place the patient into the recovery position and closely monitor while waiting for the Ambulance.</li> <li>• Be prepared to resuscitate – breaths may need to be blown harder and at a slower rate to allow air to escape.</li> </ul>

# Narmbool Camps

## Venue & Safety Information

### POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<p><b>Blood Nose</b></p>	<p><b>How to treat:</b></p> <ul style="list-style-type: none"> <li>• Sit the patient up with their head leaning slightly forward</li> <li>• Ask the patient not to blow their nose and to breathe through mouth</li> <li>• Pinch soft part of nose for at least 10 minutes</li> <li>• Apply cool wet towels or ice wrapped in a cloth around the neck and over the forehead</li> <li>• Loosen restrictive clothing around neck</li> <li>• Closely monitor, rest and reassure the patient</li> <li>• If bleeding continues for more than 15-20 minutes, seek medical advice</li> </ul>
<p><b>Choking</b></p>	<p><b>Effective cough (Mild Airway Obstruction)</b></p> <ul style="list-style-type: none"> <li>• Encourage patient to cough in an attempt to expel object</li> <li>• Remain with patient and observe closely</li> <li>• If obstruction is not relieved, call Ambulance <b>000</b></li> </ul> <p><b>Do not give back blows as this could lead to the patient inhaling object and lead to severe airway obstruction.</b></p> <p><b>Ineffective cough (Severe Airway Obstruction)</b></p> <p><b>Conscious patient</b></p> <ul style="list-style-type: none"> <li>• Call Ambulance <b>000</b>.</li> <li>• Remove/clear any visible obstruction with your fingers if possible.</li> <li>• Lean patient forward or supported over the back of a chair. Can also use the recovery position.</li> <li>• Give up to 5 sharp back blows with heel of your hand between shoulder blades using an upwards motion.</li> <li>• Check to see if obstruction has been relieved after each back blow.</li> <li>• If obstruction has been cleared, place the patient in the recovery position and closely monitor.</li> </ul> <p><b>If the airway is still obstructed and back blows are ineffective, give up to 5 slow chest thrusts.</b></p> <ul style="list-style-type: none"> <li>• Chest thrusts are given in a similar way as chest compressions in CPR, but are sharper and delivered at a slower rate. If the patient is upright or in the recovery position, place one hand in the middle of the patient's back for support and the heel of your other hand on the same compression point for CPR.</li> <li>• If obstruction is cleared, place patient in recovery position and closely monitor.</li> </ul> <p><b>Unconscious patient:</b></p> <ul style="list-style-type: none"> <li>• Call Ambulance <b>000</b>.</li> <li>• Check the airway and remove any visible obstructions with a finger sweep. The obstruction may dislodge in an unconscious patient as the muscles relax.</li> <li>• Check for breathing. If not breathing, give 2 rescue breaths and commence CPR.</li> </ul>

# Narmbool Camps

## Venue & Safety Information

### POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<p><b>Heat Stroke</b></p>	<p>Occurs when the body becomes overheated and can no longer cool itself down.</p> <p><b>How to recognise:</b></p> <ul style="list-style-type: none"> <li>• Very high body temperature (over 40°C) with hot, dry, red skin</li> <li>• Headache, dizziness, confusion, weakness, irritability</li> <li>• Strong pulse (heart is working harder to cool body down)</li> <li>• Rapid and progressive deterioration of conscious responses</li> <li>• Pulse may become weak and irregular as consciousness deteriorates</li> <li>• Patient may vomit and experience seizures</li> </ul> <p><b>How to manage:</b></p> <ul style="list-style-type: none"> <li>• Quickly move patient to cool place</li> <li>• Remove as much outer clothing as possible (discreetly)</li> <li>• Call Ambulance <b>000</b></li> <li>• Constantly cool patient with wet cloths to skin. Fan patient</li> <li>• Place wrapped ice packs under armpits, groin area and around neck</li> <li>• If conscious give plenty of water</li> <li>• If patient becomes worse or unconscious place into the recovery position and monitor closely. Be prepared to resuscitate</li> <li>• Continue cooling patient</li> </ul>
<p><b>Heat Exhaustion</b></p>	<p>Caused by over exposure to a hot environment especially after prolonged strenuous activity, excessive sweating and insufficient water intake and shade.</p> <p><b>How to recognise:</b></p> <ul style="list-style-type: none"> <li>• Cool, pale, moist skin with profuse sweating</li> <li>• Headache, dizziness, confusion, fatigue</li> <li>• Muscle cramps in arms, legs or abdomen</li> <li>• Loss of appetite</li> <li>• Nausea and vomiting (sometimes)</li> <li>• Rapid, weakening pulse</li> </ul> <p><b>How to treat:</b></p> <ul style="list-style-type: none"> <li>• Rest patient in a cool place</li> <li>• Lie patient flat and elevate legs to improve blood flow to brain</li> <li>• Loosen tight or restrictive clothing</li> <li>• If conscious and not nauseous give sips of water</li> <li>• If nausea is present call Ambulance <b>000</b></li> <li>• Fan patient and seek medical attention</li> <li>• If patient becomes worse or unconscious, place patient in recovery position</li> <li>• Be prepared to resuscitate patient and call Ambulance <b>000</b></li> </ul>

# Narmbool Camps

Venue & Safety Information

## POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<b>Hypothermia</b>	<p>When the body temperature drops to 35°C or less due to prolonged exposure to the cold.</p> <p><b>How to recognise:</b></p> <ul style="list-style-type: none"><li>• Intense shivering (that as condition worsens can slow or stop)</li><li>• Cold sometimes numb skin, slurred speech</li><li>• Clumsiness, disorientation</li><li>• Conscious response decreases</li></ul> <p><b>How to treat:</b></p> <ul style="list-style-type: none"><li>• Help keep patient warm with extra clothes, blankets etc</li><li>• Find a sheltered area if outdoors</li><li>• Call an Ambulance <b>000</b></li><li>• Do not leave patient alone</li><li>• Only give warm drinks if fully conscious</li><li>• Keep patient still</li><li>• Replace wet clothing with dry clothes</li><li>• If patient is walking unaided, a warm bath may be given</li><li>• Very important to rewarm patient gradually. Do not warm patient by open fire or other source of direct radiant heat</li></ul>
<b>Splinters</b>	<p>Generally, splinters can be gently and slowly removed using fine tweezers or the splinter kit from a first aid kit.</p> <p><b>How to manage:</b></p> <ul style="list-style-type: none"><li>• Gently clean and flush the area with soap and water</li><li>• The patient may wish to remove the splinter themselves</li><li>• If the splinter breaks or won't remove, seek medical advice</li><li>• Thoroughly clean the wound and apply adhesive dressing</li></ul>



# Narmbool Camps

Venue & Safety Information

## POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<b>Foreign Objects in Eye</b>	<p>Foreign objects in the eye are uncomfortable and potentially dangerous.</p> <p><b>How to manage:</b></p> <ul style="list-style-type: none"><li>• Sit the patient and examine the injured eye</li><li>• If visible, object can be removed with damp tissue</li><li>• Blinking to flush object out with tears or gentle flushing of the eye with either clean or saline water can also assist to remove object</li><li>• If unsuccessful, cover the eye and seek medical assistance</li></ul> <p><b>Penetrating eye injuries</b></p> <p><b>How to recognise:</b></p> <ul style="list-style-type: none"><li>• Severe pain in eye</li><li>• Blood is often visible in eye</li><li>• Pupil distorted with impaired vision</li><li>• Sensitivity to light</li><li>• Patient distressed, agitated and shocked</li></ul> <p><b>How to manage:</b></p> <ul style="list-style-type: none"><li>• Do not handle, touch or attempt to remove any protruding object</li><li>• Position patient flat on their back with head resting on pillow or other support</li><li>• Carefully build up padding around the object on either side of the eye. A plastic drink cup may be suitable</li><li>• Bandage over and around the padding so object is stable</li><li>• Lightly cover the uninjured eye to restrict all eye movement</li><li>• Rest and reassure</li><li>• Call Ambulance <b>000</b></li></ul>

# Narmbool Camps

## Venue & Safety Information

### POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<p><b>Bites and Stings</b></p>	<p>There are several methods to managing bites and stings; however, only two are relevant to Narmbool:</p> <p><b>Pressure Immobilisation</b> – snake bite</p> <p><b>Ice/Cold compress</b> – red back and white tail spiders, bush ticks and insects such as centipede, wasp, scorpion, bee</p> <p><b>Pressure Immobilisation for snake bite:</b></p> <ul style="list-style-type: none"> <li>• Lie patient down flat</li> <li>• Rest and reassure</li> <li>• Do not wash the wound</li> <li>• Keep the patient and affected limb completely at rest</li> <li>• Apply pressure immobilisation – place a pad over the bite site and then wrap the limb with a broad pressure bandage if available or improvise with strips of cloth or clothing. Support the injured limb and secure against a sound part of the body</li> <li>• Closely watch for any signs of allergic reaction</li> <li>• Call Ambulance <b>000</b></li> <li>• Closely monitor for signs of life and be prepared to resuscitate</li> </ul> <p><b>Ice/Cold Compress:</b></p> <ul style="list-style-type: none"> <li>• Apply cold compress (crushed ice wrapped in wet cloth) as soon as possible around the affected area. Be careful not to burn the skin</li> <li>• Elevate limb to help reduce swelling</li> <li>• Be alert for severe allergic reactions. If patient shows sign of severe allergic reaction, follow procedures for anaphylaxis</li> <li>• Closely monitor signs of life</li> </ul> <p><b>Specific management:</b></p> <p><b>Bee Sting</b> – scrape the sting out sideways with fingernail or similar</p> <p><b>White-tailed Spider</b> – wash the area thoroughly with soap and water as the venom contains a large amount of bacteria</p>
<p><b>Drowning</b></p>	<p><b>How to manage:</b></p> <ul style="list-style-type: none"> <li>• Assess the incident and ensure safety</li> <li>• Remove patient from water</li> <li>• Carry children with their head down to minimise regurgitation</li> <li>• Place patient in recovery position and assess signs of life</li> <li>• Start CPR if required</li> <li>• Call Ambulance <b>000</b></li> </ul>

# Narmbool Camps

Venue & Safety Information

## POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<b>Anaphylaxis</b>	<p>Anaphylaxis or allergic reaction should be treated as a medical emergency requiring immediate treatment.</p> <p>The most common causes of an allergic reaction are food, drugs/medication, insect stings and latex.</p> <p><b>How to recognise:</b></p> <p><b>In mild cases:</b></p> <ul style="list-style-type: none"><li>• Itching /hives</li><li>• Bright red skin</li><li>• Swelling of the face, eyes and lips</li><li>• Watering of nose and eyes</li></ul> <p><b>In severe cases:</b></p> <ul style="list-style-type: none"><li>• Difficulty breathing</li><li>• Wheezing</li><li>• Chest tightness</li><li>• Swelling of the throat and tongue</li><li>• Dizziness, collapse leading to unconsciousness</li><li>• Fitting due to lack of oxygen</li><li>• Blocked airway leading to respiratory arrest</li></ul> <p><b>How to manage:</b></p> <p><b>In mild cases:</b></p> <ul style="list-style-type: none"><li>• Get patient to most comfortable position</li><li>• Loosen tight clothing</li><li>• Follow patient's Anaphylaxis Plan. If EpiPen is required, administer</li><li>• Call Ambulance <b>000</b></li><li>• Cold ice packs to the neck and shoulders can help to reduce the swelling</li><li>• Keep the patient, warm, covered and reassured</li><li>• Closely monitor signs of life</li></ul> <p><b>In severe cases:</b></p> <ul style="list-style-type: none"><li>• Follow patient's Anaphylaxis Plan and administer EpiPen</li><li>• Call Ambulance <b>000</b></li><li>• Treat for shock – position the patient flat and elevate legs. If patient has difficulty breathing, allow them to sit but not stand</li><li>• Advise family /carer</li><li>• Administer additional EpiPen if patient's condition does not improve</li></ul>

# Narmbool Camps

## Venue & Safety Information

### POSSIBLE FIRST AID SCENARIOS AND APPROPRIATE TREATMENT

TYPE OF INJURY / SERIOUS INCIDENT	FIRST AID TREATMENT / ACTIONS TO TAKE
<b>Sprains and Strains</b>	<p><b>How to manage:</b> Apply the <b>R.I.C.E.</b> technique:</p> <ul style="list-style-type: none"> <li>• <b>Rest</b> the patient and injured limb. Support the injured part comfortably</li> <li>• <b>Ice</b> the injury to reduce swelling and pain. Apply for 20 minutes every 2 hours for the first 24 hours if possible. Ensure ice pack is wrapped and not placed directly onto skin</li> <li>• <b>Compress</b> and support injury with bandage after ice pack has been removed. Do not bandage so tightly that circulation is restricted</li> <li>• <b>Elevate</b> and support the injured limb above the heart if possible to help reduce swelling and bruising</li> </ul>
<b>Dislocations</b>	<p><b>How to recognise:</b></p> <ul style="list-style-type: none"> <li>• Deformity of joint and intense pain made worse by movement</li> <li>• Tenderness, bruising, swelling over and around site</li> <li>• Loss of power – patient may not be able to move limb</li> <li>• Numbness and tingling sensations in the affected limb</li> </ul> <p><b>How to manage:</b></p> <ul style="list-style-type: none"> <li>• Support injured limb in most comfortable position as determined by the patient</li> <li>• Apply R.I.C.E. technique. (see Sprains and Strains above)</li> <li>• Call Ambulance <b>000</b></li> <li>• Reassure and keep patient warm</li> </ul> <p>If in doubt as to whether the injury is a dislocation, treat as a fracture (see page 31)</p>
<b>Fractures</b>	<p><b>How to recognise:</b></p> <ul style="list-style-type: none"> <li>• Intense pain at site of injury</li> <li>• Deformity around and over affected site</li> <li>• Tenderness, bruising, swelling, inflammation and discolouration</li> <li>• Loss of power – may not be able to move limb</li> <li>• You may hear bone edges grating against each other</li> <li>• Numbness and tingling sensations in limb</li> </ul> <p><b>How to manage:</b></p> <ul style="list-style-type: none"> <li>• Keep the patient as still as possible to minimise pain and reduce further bleeding.</li> <li>• Cover any open wound with clean, sterile pad. Pressure may be applied around the bone to minimise bleeding. Do not press down on any protruding bone.</li> <li>• Immobilise the limb. If no bandages are available, use items of clothing such as jumpers, belts etc</li> <li>• Rest and reassure the patient and keep them warm</li> <li>• Call Ambulance <b>000</b></li> </ul>



# Narmbool Camps

## Venue & Safety Information

### SUPERVISION / SERVICES

ACTIVITY	WHO IS RESPONSIBLE FOR SUPERVISION?
<b>Camp Modules and Daily Activities</b>	<p>All camp module activities are organised and facilitated by Narmbool Education Officers. Visiting school staff are required to assist in supervision of students during activities as well as following the instructions given by the Education Officers. Narmbool Education Officers are responsible for the delivery of technical skills and related safety of the students. School staff are primarily responsible for delivering first aid to students.</p> <p>Visiting school staff will be responsible for informing the Education Officers of medical conditions or behaviours of participants which may affect their participation in the activity.</p>
<b>Meal Times</b>	<p>Meals provided for schools by Sovereign Hill's catering company, Delaware North, are the responsibility of school staff to distribute. School staff will be aware of, and able to identify, any students with dietary requirements and medical needs.</p>
<b>Evening Activities</b>	<p>Narmbool Education Officers will run the fieldwork program between 9.00 am and 4.30 pm. Supervision of students and the organisation of activities outside these hours are the responsibility of school staff.</p>

# Narmbool Camps

## Venue & Safety Information

### ACCESS

ARE ACCESS TO AND EGRESS FROM THE PREMISES SAFE AND WITHOUT RISK TO HEALTH AND SAFETY?

YES

NO

IS THE VENUE WHEELCHAIR ACCESSIBLE?

YES

NO

Only the Lodge accommodation area. Many activities would be difficult to manage in a wheelchair.

### EMERGENCIES

ARE EMERGENCY PROCEDURES IN PLACE FOR THE VENUE?

YES

NO

ARE STAFF TRAINED TO DEAL WITH EMERGENCY SITUATIONS?

YES

NO

### FIRST AID

Narmbool Education Officers are Level Two First Aid trained. First aid kits are available at different strategic locations around the property including Narmbool Lodge, and are carried by Education Officers.

Visiting schools are also required to bring their own first aid kits.



# Narmbool Camps

## Venue & Safety Information

### CONSTRUCTION / MAINTENANCE / REPAIR

ARE LICENSED PERSONNEL USED FOR ALL CONSTRUCTION, MAINTENANCE AND/OR REPAIR WORK?

YES

NO

### ADDITIONAL COMMENTS

**Please Note:** The information provided above was current at February 2016.  
Last updated by Janelle Spierings, Narmbool Education Officer.

### TERMS AND CONDITIONS

All catering requirements will be met by Sovereign Hill. Schools may not self-cater.

#### Payment

**Deposit:** A deposit of \$500 is required within 14 days of booking.

**Deposit agreement:** The payment of a deposit by the hirer constitutes an agreement to hire the use of the camp-site and its facilities.

**Final payment:** Final balance will be invoiced on departure from the camp. This will include any additional expenses incurred (extra campers, breakages, non-emergency phone calls etc). Payment is requested within 7 days.

**Confirmation:** Final numbers and special dietary requests must be confirmed 14 days before arrival.

**Cancellation:** More than 90 days' notice, deposit refunded; between 90 and 45 days, deposit retained by Narmbool; less than 45 days, you will be invoiced for 80% of minimum total program fee.

**Liability:** The Sovereign Hill Museums Association, trading as Narmbool, and its agents and employees accept no liability for loss of property or damage or personal injury arising from the use of the facilities.

Hirers are responsible for ensuring that they have appropriate public liability insurance for their group.

# Narmbool Camps

## Venue & Safety Information

### CONDITIONS OF ENTRY

It is the responsibility of each group to ensure that campers understand and follow Narmbool's rules and procedures. Each group must have a competent leader in charge to liaise with Narmbool staff. Narmbool requires a ratio of one supervising adult to ten campers (1:10). The group leader is responsible for camper supervision at all times.

**Privacy:** Any personal information, including medical details, that we gather or receive from the group leader, will be confidential and used only for the purpose for which it was collected.

**Damage and loss:** All breakages or losses of Narmbool property or equipment are to be reported to Narmbool staff. They will be invoiced to the group. Narmbool takes no responsibility for loss of, or damage to, personal property.

**Smoke and alcohol free environment:** Narmbool is a smoke and alcohol free environment.

**Animals:** School groups must not feed, herd or handle domestic, farm or native animals on the property unless invited to do so by a Narmbool staff member.

**Safe movement on the farm:** The farm is out of bounds to school groups except when supervised by Narmbool staff. Students and supervising staff from school groups must not climb over a fence line or go through a gate without permission of Narmbool staff.

**Fire Restrictions:** Fire restrictions apply. In the event of a Total Fire Ban being announced while you are in camp, you will be taken to Sovereign Hill for an alternative program.

**Terminating occupancy:** Narmbool reserves the right to terminate the occupancy without notice for breach of the general conditions for hire. Narmbool staff are empowered to take action as deemed necessary for the proper conduct of the camp.



**Dr Jeremy Johnson**  
Chief Executive Officer

#### Please read and sign the following:

I have read the Conditions of Entry. I agree to abide by these Conditions of Entry, including the Code of Conduct. I also acknowledge that as the co-ordinating teacher of my school's visit to Narmbool, it is my responsibility to inform all supervising teachers and adults, as well as students, of these Conditions of Entry.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Name of school \_\_\_\_\_

Date of excursion \_\_\_\_\_

Please return a signed copy of these Conditions of Entry by post to Sovereign Hill Education, 39 Magpie Street, Ballarat, Victoria 3350, by fax to (03) 5332 9168 or by email to [education@sovereignhill.com.au](mailto:education@sovereignhill.com.au)

