Teachers to supervise closely and actively and to give safety instructions to students before use. No use of swings.

**Toileting**

A teacher will accompany students to the outside of the toilet facility and if necessary/appropriate check inside the facility before and after use.

**Medication on excursions**

Students medical records will be reviewed before any excursion. Teachers will take a copy of any health care plan with them on excursions. For overnight excursions detailed medical information will be gathered. Students with puffers or epi-pens will be required to carry them on their person. A first aid kit, including a Ventolin puffer, will be taken on each excursion. All staff have been trained in emergency care and CPR. In any case of medical emergency, emergency care will be administered and medical assistance (doctor or ambulance) will be called for.

**Overnight excursions**

Instructions to students:

*Stay in your room at night*

*Don't wander around the property*

*Follow curfew and lights out*

*Respect others privacy*

Teachers regularly check students are safe and comfortable. Teachers to inform the students of where to find them in case of an emergency. Review the emergency plan for the accommodation. Use the buddy system.