



Cedarbank School

HEADTEACHER: Ms Ann M. O'Hagan

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IS

3rd May 2019

Dear Parent / Carer

Dounans Centre Camp Experience 27th May – 31st May

Parental Permission and request for school to administer medication

Please find enclosed the following documents relating to this year's camp:

- **EE2 Parental Permission form,**
- **Pupil Code of Conduct**
- **Request for the school to administer medications**
- **Dietary Needs form**
- **Sample Itinerary**
- **Pupil Information Sheet (with what to bring)**

Please return the forms by 9th May at the latest in order for us to collate the information.

The Centre provides all catering and due to their location buys the ingredients in advance of the trip. It is essential that if your child has any food issues at all they are listed on the Dietary Needs Form as providing alternatives on the day will be impossible.

Could you also ensure that specific details about any regular medicines are on the medication form.

These include:

- **Full name of medication**
- **Dosage prescribed (which may differ for different times of the day)**
- **Exact times as to when the medication should be taken. Eg. 7pm and not just PM**

In addition, in order for us to administer medication we require all items in their **original box** with the **dispensing sticker including the pupil's name** attached.

Could I ask that on Wednesday 22nd May you pass any medication on to the school transport escort or bring this yourself. Mrs Love and Mr Stewart (CB @ Deans) will be out at the drop off point to collect the medication directly. This will enable us to be ready for leaving on Monday morning. If a young person takes medication, we are unable to take them to camp if the appropriate medication is not delivered to us.

Yours Sincerely

Iain Stewart
Camp Leader



West Lothian Council

healthyschools⁺
Edinburgh and Lothians
Stage One 2007-2010



Award 2010



INVESTOR IN PEOPLE

FORM EE2 – Parent/Carer Agreement to School Excursion

Information on excursion for Parent/Carer – Please cut off and retain			
Destination:	Dounans Camp		
Date and Time:	9.30am 27 th May – 11.30am 31 st May		
Info:			
Member of staff responsible:	Mr I Stewart	Classes:	S1-S6
Cost:	£285 (please pay through IPAY if possible)		

Complete and return this section to school:

Class: S1-S6 Cost: £285 Excursion: Dounans Camp

Name: _____ Date of birth: _____

Address: _____

☎ School hours _____ ☎ Other times _____

Emergency contact: _____ ☎ _____

I agree to my child taking part in the above excursion:

Signature: _____ Date: _____

Does your child suffer from any allergies?	
Is your child taking medication at present?	
Does your child suffer from any condition that may affect participation?	
Has your child been in contact with any contagious or infectious disease or suffered from anything in the past four weeks that may become infectious or contagious?	
When did your child last have a tetanus injection?	
Does your child have any special dietary requirements?	
Is there any activity in which your child must not participate?	
If you answered yes to any of the questions above please give details here:	

Name, telephone number and address of Family Doctor _____

Parental/carers agreement to receiving emergency medical treatment: Please read the two statements below, tick one option and cross out the other.

<input type="checkbox"/> I agree to my child receiving emergency medical treatment, including blood transfusion, and anaesthetic as considered necessary by the medical authorities present.	<input type="checkbox"/> I agree to my child receiving medical treatment/anaesthetic as considered necessary by the medical authorities present with the exception of the administration of blood or blood products. I accept full legal responsibility for this decision and release West Lothian Council and its staff from any liability for any consequences resulting from my decision not to consent to the transfusion of blood and blood products
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Date _____ Signed by Parent/Carer _____

Pupil's Code of Conduct

Your health, safety and welfare on this visit are of paramount importance to the school. In line with West Lothian policy, to ensure that the above aims are met, each participant and their parent/carer must sign the following "Code of Conduct".

- Normal school rules apply – a high standard of behaviour is expected
- Rules at the camps must be observed at all times
- Follow all instructions given by staff
- Always wear a seatbelt in the coach or minibus
- No pupil should ever be on their own
- Purchase, carrying or consumption of alcohol, tobacco or illegal substances is strictly forbidden
- Only pupils assigned to particular rooms are allowed in them

Code of Conduct – Parental Responsibility

If there is any significant violation of the Code, the group leaders reserve the right to send the offending pupil home at the parent/carers' expense.

We have read the Code of Conduct and agree by it all times.

Signed _____ (pupil)

Signed _____ (parent/carer)

Date _____ Return to Mr Stewart _____

Form 3: Request for school to issue long-term prescribed medication in school





To be completed by the parent/carer:

Pupil's name:	Date of birth:
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- I request that the above pupil be given the following medication while at school.
- I have given the first dose of this medication to my child and no adverse reaction has been observed.

Name of medication	Date prescribed	Dose to be given	Time(s) to be given	Procedures to take in an emergency

- The GP or hospital doctor has prescribed the above medication. It is in the container in which it was dispensed, clearly labelled with the contents, dosage and child's name in full.
- I realise that this is not a service that the school is obliged to undertake.
- I accept full responsibility for informing the school if my child has been given a dose of this medication before coming to school.
- I accept responsibility for ensuring that the medicine has not expired and that there will be enough medicine supplied to the school for my child's needs.
- I will collect all unused medicine from the school at the end of the summer term.
- I accept that the school will destroy any unused medication that remains uncollected.

Parent/carer's name (please print):	
Address:	 Home:
	 Work:
	 Mobile:
@:	
Name of GP:	
Address of GP:	 GP:
Signature of Parent/Carer:	Date:

Note: The school will not accept medication unless this form is completed and signed by the parent/carer of the pupil and the Head Teacher agrees the administration of the medication.

The Head Teacher reserves the right to withdraw this service.

Form 3: Request for school to issue long-term prescribed medication in school

To be completed by school:

CONFIRMATION OF THE SCHOOL'S AGREEMENT TO ADMINISTER LONG-TERM PRESCRIBED MEDICATION

I agree that (name of child):

will receive (quantity and name of medicine):

as detailed overleaf.

This child will be given/supervised whilst he/she takes their medication by a member of staff.

If a member of staff is not available to give/supervise the administration of this medication for any reason, the medication will not be given to the child and the parent will be informed.

Name of Head Teacher/designated person:	
Signature:	Date:

CONFIRMATION OF STAFF'S AGREEMENT TO ADMINISTER LONG-TERM PRESCRIBED MEDICATION

I have read this request for the school to issue long-term prescribed medication in school and agree to administer the medication as detailed above to this pupil.

Staff Member	Job Title	Date	Signature

N.B. Copy to be given to parent/carer



Catering & Health Summary

Pupil Name	
Any dietary needs or other food issues, for example: Allergies, Vegetarian, Vegan, Diabetic, Religious, Autism, Anxiety, Sensory,	
Health Issues	
Please continue overleaf if required.	

Pupil Information Sheet

The following information is for you to keep as a reference for when your son/daughter participates in Cedarbank School's residential activity. The lists are by no means exhaustive and meant as a guide only.

Contact Details

The contact details of the centre are

Dounans Centre
Aberfoyle
Stirling
FK8 3UT
01877 382291

If you need to contact the group you can get me, Mr Stewart by phoning the centre on 01877 382291

Spending Money

As we are staying on site for the duration there should be no requirement for spending money although there is the possibility of purchasing souvenirs on site. Prices range from 70p to £8.50.

What to bring

This list is a suggestion of what to bring to camp

To bring

Two complete changes of clothing **per day** (jumper, t-shirt, trousers, socks, underwear)
Clothes for evening activities
Trainers (old), walking boots/wellies, other shoes evening activities
Waterproof jacket/trousers
Hot water bottle (if wanted)
Hat and gloves
Book to read
MP3 player (if wanted) – not connected to a phone
Swim suit/shorts for underneath clothes during watersports activities. (Ideally two sets)
Towels (Ideally three sets)
Toiletries
Torch
Bin bag to bring back wet or muddy clothes

Not to bring

PSP/Nintendo DS – any other games console
Laptop/DVD player etc.
Sweets / Juice

Mobile Phones may be brought but will only be allowed at certain times and are the responsibility of the pupil and parents/carers.

On the Monday of the residential

Please send your son/daughter on the school transport as normal along with their luggage for the week. There is no need for them to come in in school uniform.

Sample Itinerary for Dounan's Centre Residential

Please note that this is a sample and daytime activities may be on different days depending on the group.

Monday 27th May

- 10.30 Arrive at Fordell Firs
- 11.00 Problem Solving / Introduce Instructors
- 1.00 Lunch
- 1.30 Problem Solving
- 2.30 Catwalk
- 5.00 Dinner
- 6.00 Pirates and Travellers
- 7.30 Supper
- 8.00 Team allocation and games/quizzes

Tuesday 28th May

- 8.30 Breakfast
- 9.30 Expedition
- 1.00 Lunch
- 2.00 Burn Scramble
- 1.30 Archery / Caving
- 5.00 Dinner
- 6.00 Egg Challenge
- 7.30 Supper
- 8.00 Talent Show

Wednesday 29th May

8.30	Breakfast
9.30	Crate Climbing
11.30	Night Line
1.00	Lunch
2.30	Leap of Destiny
5.00	Dinner
6.00	Highland Games
7.30	Supper
8.00	Movie Night

Thursday 30th May

8.30	Breakfast
9.30	Archery
11.30	Outdoor Living
1.00	Lunch
2.30	Raft Building
5.00	Dinner
6.00	Disco
7.30	Supper
8.00	Disco Pt2

Friday 31st May

8.30	Breakfast
9.00	Tidy up
10.00	Leave for Cedarbank
11.30	Return to school