

*IP S Health & Safety Manual
Requirements & Protocols*

Description: Manning Park Trip - December 2006

Latest Revision : November 27, 2003
Cross Reference: Expeditions – General

Industry Reference: ACICR Safety Guidelines

DEFINITIONS:

Manning Park Trip The Manning Park Trip is a three-day trip to Manning Park Lodge in British Columbia that whole school participates in, usually during the third week of December. Students stay in cabins at the lodge and typically have access to skating and tobogganing facilities. On the second day students are given a morning class in cross-country skiing, and then participate in a short (1-4 hour) group ski in the afternoon. The highlight of the trip is a formal dinner (on the second night) to celebrate the festive season.

Trip Memo: This is a document that outlines the following aspects of the expedition:

- itinerary & travel times
- program overview & curriculum connection
- safety protocols
- communications
- supervisory personnel
- student expectations

Expedition Leader A staff member (or members) who is (are) designated to act as the Expedition Leader(s) for the trip.

Staff: A staff person is anyone over the age of 19 who is in the current employ of the school, either directly or indirectly as a sub-contracted worker.

Medical Care Designate: The Medical Care designate is the individual (or individuals) who have been identified by the Trip Leader (or the School Director) as the *primary* person responsible for administering first aid and supervising medical concerns on the trip. These individuals will typically have the most advanced medical or first aid training & qualifications amongst the supervisory group.

Volunteer: A volunteer is anyone over the age of 19 who has volunteered to assist or help supervise during an off-site excursion.

REQUIREMENTS:

1.0 Preparation & Approvals

1.1 The Manning Park Trip must be approved by the School Director or designate.

IP S Health & Safety Manual
Requirements & Protocols

- 1.2 The School Director and/or Expedition Leader must prepare a detailed "Trip Memo" for the Orientation Week Trip that includes reference to itinerary, suitability of trip activities to the curriculum, travel time, safety factors, supervision arrangements, and age appropriateness considerations.
 - 1.3 The "Trip Memo" should be distributed to (or made available to, through the school website) all parents, all adult personnel, and representatives of all sub-contractors who will be involved in the trip.
 - 1.4 All parents must sign an informed consent form indicating that they consent to allow their child (or children) to participate in the activities expected on the expedition.
 - 1.5 The Expedition Leader(s) must prepare an appropriate clothing and equipment list to be made available to the parents prior to the trip.
- 2.0 Group Size & Ratios
- 2.1 The minimum allowable student/supervisor ratio is 30:1 for *general supervision* for this expedition. The following, smaller, ratios apply for the following specialized activities:

Cross Country Ski Trip: 10:1
 - 2.2 Both male and females adults must accompany the total school group.
- 3.0 Personnel & Responsibilities
- 3.1 The School Director will designate an Expedition Leader for trip. The Expedition Leader will take final responsibility for the safety & well-being of the group.
 - 3.2 The Expedition Leader (or School Director) will identify one or more individuals as Medical Care Designate(s) for the group. The medical care designate will be the *primary* person responsible for administering first aid and supervising medical concerns on the trip. These individuals will typically have the most advanced medical or first aid training & qualifications amongst the supervisory group. These individuals should have current certification in one of the following First Aid Qualifications:
 - Wilderness First Aid Certificate, or
 - St. Johns Emergency First Aid Certificate, or
 - Canadian Red Cross Emergency First Aid, or
 - RLSS Aquatic Emergency Care Certificate, or
 - Canadian Ski Patrol First Aid Certificate, or
 - Sports Medicine Certification, or
 - Registered Nurse, Doctor, EMT or EMR
 - 3.3 The Expedition Leader will have *final say* on all matters of program delivery, supervision, and discipline on the trips.

IP S Health & Safety Manual
Requirements & Protocols

- 3.4 The Medical Care Designate(s) will have *final say* on all issues concerning medical care.
- 4.0 Basic Safety Protocols - General
- 4.1 The designated Expedition Leader must make adequate provisions, throughout the course of the trip, to ensure the safety and well-being of all participants on the excursion.
- 4.2 The Expedition Leader should ensure that he\she and the students are made aware of any rules at Manning Park Lodge that are in place to ensure a safe and positive experience.
- 4.3 The Expedition Leader should ensure that the students are aware of the School's own behavioural expectations, boundaries for activity, and assembly procedures.
- 4.4 The Expedition Leader should ensure that at least one adult sleeps in a cabin with each student group.
- 4.5 Student medical forms must be on file prior to any student embarking on an expedition.
- 4.6 Prior to the trip, the Expedition Leader and the Medical Care Designate(s) must survey the medical records of all participants to determine whether any students have special medical conditions, or dietary needs with medical implications, or are on medication.
- 4.7 Students on vital medication should bring an extra supply. This medication should be in a clearly marked container and should be in possession of the medical care designate or an appropriate staff member or volunteer. In unique circumstances, it may be more appropriate that it is in the student's possession, e.g. EPI-pen.
- 4.8 Prior to the trip, the Expedition Leader(s) should hold a briefing with as many participant staff and volunteers as possible to review the "Trip Memo" and safety protocols.
- 4.9 Copies of all student medical records must be taken on the expedition.
- 4.10 The Expedition Leader should ensure that a process for the accounting of students is in place.
- 4.11 The Expedition Leader should ensure that program activities are appropriate for the age and skill-level of the students.
- 4.12 The Expedition Leader (or any adult volunteer) must inform the students that any knives must only be used under adult supervision.
- 4.13 In the event of an accident, the Expedition Leader must designate an adult to accompany an injured student to the hospital. This must not be the Expedition Leader him or herself.

IP S Health & Safety Manual
Requirements & Protocols

5.0 Basic Safety Protocols – Tobogganing

- 5.1 An adult should be on-site at the toboggan hill while students are tobogganing.
- 5.2 The adult on site at the toboggan hill should inform the students of basic safety rules for tobogganing.

6.0 Basic Safety Protocols – Ski Trip

- 6.1 There must be an adult at the front (leader) and at the back (sweep) of any cross-country ski group. No student may be permitted to be in front of the leader or behind the sweep.
- 6.2 A first aid kit should accompany each ski group.

7.0 Basic Safety Protocol – Skating Rink

- 7.1 Students must follow any rules established by the Manning Park Lodge personnel.
- 7.2 An adult should be on-site at the skating rink while students are on the rink.

8.0 Equipment

- 8.1 The Expedition Leader(s) must ensure that a First Aid kit (with an EPI-Pen or some equivalent) accompanies the school group.
- 8.2 The Expedition Leader must ensure that a working cell phone accompanies the school group.