

## First aid plan

### Health and Safety Directorate

This First Aid Plan details the strategies in place to ensure appropriate provision of first aid Arrangements relative to our workplace requirements as per the [First Aid Procedures](#).

**School/Workplace:** King Street Public School

**Date:** 12.05.2022

**Date of Next Review:** 12.05.2023

Overview	
Key points	List key points
List the type of work and activities conducted (e.g. teaching, sport and outdoor activities, excursions, onsite and offsite, etc.)	Teaching in the key learning areas Conducting and supervising playground activities Conducting office duties General maintenance and related duties Supervising school excursions Supervising sport
Describe the size and layout of workplace e.g. size of the site, number of buildings/storeys, split or single site etc.	Five hectares of land with nine buildings and a dental clinic. Two of the buildings are two storeys and one is the school hall.
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support	The school is located in a suburban area, adjacent to Singleton High School. The school approximately 500m from the ambulance station and 1km from the hospital.
List the number and distribution of employees e.g. staff, students, visitors, etc.	404 students    30 teachers (depending on the day) 2 Perm and 2 PPT SASS    8 SLSO's (all casual)    1 PT TSO 1 General Assistant    1 Canteen Supervisor    1 AEO
Describe the hours of operation e.g. 8:30 am to 3:30 pm e.g. include both school and outside of school considerations, vacation periods, etc.	8.30am to 3.30pm during school terms

Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace (Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add rows as required		
Identify and list below hazards and other potential sources of injury or illness e.g. equipment, electrical items, chemicals, health/illness, biological hazards (e.g. sources of potential infection)	Consider how the hazard could cause harm, injury/illnesses (e.g. cuts and abrasions, accidents requiring emergency services e.g. fractures or other injuries)	Describe the potential severity and likelihood of potential injuries in the context of strategies to mitigate same.
Minor playground injuries from slips, trips and falls	Cuts, abrasions, fractures, superficial injuries	Likely

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## Step 1 and 2 - Identify and assess hazards or potential causes of injury or illness in the workplace

(Consider information about past incidents, injuries/illnesses, health needs of staff & students, etc) – add rows as required

Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Unlikely
Sporting, physical education, gym equipment, portable equipment and playground injuries	Sprains, strains	Likely
Health / illness	Asthma attack	Unlikely

## Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
Appoint First Aid Officer(s)	Four First Aid Officers appointed and trained	Principal has responsibility for oversight	Ongoing
Identify other trained first aiders available where required			
List staff training requirements (including CPR, anaphylaxis and E-Emergency Care training, etc) and schedule annual face to face training	The school trains substantial numbers of staff each year in face to face CPR and anaphylaxis.  Ongoing mandatory online training in Anaphylaxis and E-Emergency care is maintained by all staff.	Principal	Scheduled in accordance with training register
List number of First Aid Kits and their location (consider accessibility of kits, high risk areas, first aid for off-site activities etc.), consider contents of kits, and maintenance arrangements	One sick bay with appropriate signage and a first aid kit in the main office building.  One first aid kit in each high risk area including GA's room and in the school canteen.  Teachers on playground duty have a "bum-bag" with basic first aid contents.  Excursion planning is in place to ensure that portable first aid kits will be taken on excursions.  Signage indicates where sick bay is and where first aid kits are kept.  The first aid officer maintains the first aid kit and its backup supplies.	Principal works with First Aid Officer to ensure first aid arrangements are in place.  Teaching staff are aware of first aid and are trained.  All staff aware of first aid requirements for excursions.	Ongoing
Identify First aid room requirements, (consider location, accessibility, equipment, signage and maintenance arrangements).	One sick bay with appropriate signage and a first aid kit in the main office building.  The first aid officer maintains the first aid room requirements, supplies and maintenance arrangements.	First Aid Officer	Ongoing
Where the school/workplace has or is considering a defibrillator – refer to <a href="#">defibrillator guidelines</a>	Kept in School Administration Managers Office	Principal/SAM	Ongoing

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## Step 3 – Determine what First Aid arrangements are required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
Document process to manage prescribed medications and EpiPens (e.g. system to ensure appropriate storage, currency of medication, health care plans/ASCIA plans etc)	<p>No medications, including paracetamol and other over the counter medicines are to be Stored in First Aid Kits, Sick Bay and Library</p> <p>The school reviews Individual Health Care Plans/ASCIA Action plans every 12 to 18 months in consultation with the parent.</p> <p>The school has register in place to check the currency of Epipens and prescribed medications. Epipen located in Sick Bay, Library and all mobile first aid kits.</p> <p>All prescribed medication is held in locked cupboard.</p> <p>Storage arrangements are agreed upon with the parent/student and communicated to all staff i.e. an arrangement may be in place for a student to carry their own epipen.</p>	Principal	Ongoing
Document first aid response procedures (steps to be taken in the event of injury/illness) and local protocols for First aid. Consider infection control, incident reporting, documentation requirements, etc	<p>Staff should respond to the situation to render assistance. All staff have a responsibility in accordance with their duty of care to administer aid immediately as required, commensurate with their level of training and experience. For example, contacting an ambulance immediately where required, facilitating or administering asthma medications if a person is having difficulty breathing or showing symptoms of asthma.</p> <p><b><u>This includes immediately contacting emergency services if considered necessary.</u></b></p> <p>The first aid officer is called immediately after an accident or incident has occurred. The school should have appropriate communication procedures in place to provide appropriate first aid.</p> <p>The principal or delegate notifies the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees.</p> <p>Where an individual health care plan exists, the procedures in the plan must be followed.</p>	<p>All staff</p> <p>First Aid Officer</p> <p>Principal or delegate</p>	Ongoing
Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc)	<p>This Plan is placed on the WHS Noticeboard and in the main office.</p> <p>This Plan is communicated to all staff via whole staff meeting and a copy emailed to all staff.</p> <p>This Plan is included in induction processes for new staff (including casual staff), visitors and contractors to the school.</p>	Principal	Annually as required

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## Step 4 - Ongoing monitoring and review of Plan


Key points	List key points and actions required	Responsibility	Due date / frequency
Describe process for monitoring and review of the First Aid Plan, first aid kit, facilities, currency of staff training, etc	This Plan is to be monitored and updated annually and on an as required basis (after a major incident in the workplace). Staff training register is being maintained and monitored to ensure compliance with first aid training requirements	Principal	Annually as required

## Reporting and documentation

Describe steps the workplace will take to:	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures.	All staff	Ongoing
(1) Report incidents and injuries	2) Register of injuries is located in the main administrative office	All staff	Ongoing
(2) Maintain register of injuries	3) Record of first aid treatment is through ebs and maintained by the First Aid Officer/ Office staff.	First Aid Officer / Office staff	Ongoing
(3) Record of first aid treatment	4) The register of medications is maintained by the staff who are authorised to administer medications.	Authorized/Trained staff	Ongoing
(4) Other?			

## List emergency contacts and other key contacts

Emergency 000	Ambulance (Singleton) 13 1233	Hospital (Singleton) 6571 9222	Poison Info Centre 131 126
Other:			

Name:		Date:
Jonathan Russell	Signed: 	12.05.2022