

First Aid Plan

To ensure legislative requirements are met, the first aid plan is developed using a risk management approach to meet the needs of the individual workplace. This 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.

Details of school / workplace

School / workplace

King Street Public School

Date of this review

13.3.25

Date of next review
(due within 12 months)

27.2.26

List of emergency contacts and other key contacts

Medical Emergency 000 | Poison Info Centre 131 126

Medical Centre

Hospital

Singleton Hospital 02 6571 9222

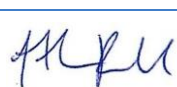
Other (please specify)

First aid plan sign off

Name of principal or
workplace manager

Jonathan Russell

Signature



Date

13.3.25

Overview of workplace

Note: this information must align with the workplace Emergency Management Plan, where relevant.

Type of work and activities conducted

- Education (teaching),
- Conducting and supervising sport and extra curricular activities(eg Aboriginal dance)
- Excursions and incursions
- Conducting office duties
- General maintenance including lawnmowing and gardening

The size and layout of workplace

Five hectares of land with eleven buildings and a dental clinic. Two of the buildings are two storeys, one is the school hall, one the school library and one an access toilet block.

The location of workplace

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 of the number and distribution of people on site

The school has 443 students (March 2025) and a total of 54 staff (not all on site each day). There are 2 cleaners and 1 Canteen Supervisor. There are a number of visitors each day including contractors, external health providers and parents collecting or delivering students.

Out of School Hours care is offered by CubbyOOSH – 2 staff members on site during term and in school holidays and a varying number of students.

Workplace hours of operation

Supervision for students is from 8.40am - 4.00pm (after bus duty)

CubbyOOSH operates 6.00am - 8.40am and 2.30pm - 6.00pm, and 6am - 6pm during the holiday periods.

Steps 1 and 2: Identify and assess hazards or potential causes of workplace injury or illness

When completing these steps, consider information about past incidents, injuries/illnesses, and health needs of staff, visitors and students.
Add more rows as required.

Identify and list hazards and other potential sources of injury or illness.	How the hazard could cause harm, injury or illness.	Potential severity and likelihood of the injury risk by the hazard.	Strategies to be put in place to mitigate the risk
(e.g., playground equipment, electrical items, chemicals, biological hazards, sources of potential infection)	(e.g., cuts and abrasions, accidents requiring emergency services e.g. fractures or other injuries)	(refer to the Health, Safety and Staff Wellbeing Risk Management Procedure for help with assessing potential injury risks with reference to the department's Risk Rating Matrix)	(refer to the Health, Safety and Staff Wellbeing Risk Management Procedure to help with determining the appropriate mitigation response, e.g., to eliminate, reduce or monitor the hazard).
Minor playground injuries from slips, trips and falls	Cuts, abrasions, fractures, superficial injuries	Likely	Monitor student activity and identify and report risks.
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Unlikely	Monitor student activity and identify and report risks. Ensure staff are aware of students with identified allergies. Communicate we are an 'allergy aware school'.
Sporting, physical education, gym equipment, portable equipment and playground injuries	Sprains, strains	Likely	Monitor student activity and identify and report risks.
Health / illness	Asthma attack Diabetes episode Epileptic episode	Unlikely	Follow Individual Health Care Plans and General Health Care Plans when required.
Chemical exposure	Respiratory/burns and other issues caused by chemical exposure including occupational hearing loss, liver damage, bronchitis and cancer.	Unlikely	Safe Operating procedures.

Step 3 – First aid arrangements required in the workplace

Key points	List key points and actions required	Responsibility	Due date / frequency
Appoint First Aid Officer(s). (Consider the number of first aid officers, their locations on site and training requirements).	Four First Aid Officers appointed and trained	Principal	Ongoing
List staff training requirements and schedule annual practical or online training (Including CPR, anaphylaxis, e-Emergency Care, e-Administration of Medication and other training relevant to site specific risks).	The school trains all 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. Administration staff, SLSO's and executive are all trained in Administration of Medicine.	Principal	Ongoing. Training to be updated when required.
List number of first aid kits and their location. (Consider accessibility of first aid kits, contents, high risk areas, first aid for offsite activities, and who is responsible and how often kits are check / maintained).	Full first aid requirements (including excess supply of stock) kept in designated , appropriately signed Sick Bay. One first aid kit in GA Room. Teachers and SLSO's on duty all carry a 'bum bag' with basic first aid requirements and emergency cards. 4 x Portable first aid kits are kept in strong room for use on excursions. Excursions are planned to ensure a first aid kit is available. A small bag with basic first aid supplies is kept under the office counter allowing staff quick access to it in the case of an emergency in the playground.	Principal works with SAM, H&S Chairperson and First Aid Officers to ensure all requirements are in place. All staff are aware of requirements on excursions. A lockable, portable bag is available for prescribed medication. Only staff trained in Administration of Medication may administer and carry medication. First Aid Officers are responsible for maintenance of first aid resources and backup supplies.	Ongoing.

Key points	List key points and actions required	Responsibility	Due date / frequency
Identify first aid room requirements (Consider location, accessibility, equipment, signage and maintenance, refer to checklist of first aid facilities).	Designated First Aid Room has appropriate resources, signage and visual management plans. A toilet and shower are available in the room in the case of emergency.	SAM and First Aid Officer.	Ongoing.
Document the management of prescribed medications, and general use asthma inhalers, spacers, masks and EpiPens®. (E.g. system to ensure appropriate storage, currency of medication, individual health care plans / ASCIA Plans etc)	<p>Prescribed medication is locked in wall cabinet. Only staff trained in Administration of Medicine procedures undertake administration (2 staff administer together).</p> <p>General use inhalers/spacers are kept in the sick bay in a designated area. Prescribed and student owned inhalers are kept alongside clearly labelled with their management plan.</p> <p>There is an epipen available in the Sick Bay, the Library Office and in each portable first aid kit. Student prescribed epipens are kept readily available in the office and placed away once the office is closed. There is a register of epipens in School Bytes.</p> <p>Individual Health Care Plans conducted in consultation with parents every 12 months and are stored digitally and kept in student record cards. Health Care Plan details are communicated at weekly Communication Meetings and via email to relevant staff if necessary.</p>	SAM and First Aid Officer.	Ongoing.

Key points	List key points and actions required	Responsibility	Due date / frequency
<p>Document first aid response procedures (steps to be taken in the event of injury/illness) and local first aid protocols (Consider infection control, incident reporting, documentation requirements, etc). Refer to the <u>First Aid Procedure</u> for additional guidance.</p>	<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. <u>This includes immediately contacting emergency services if considered necessary.</u></p> <p>The First Aid Officer is called immediately after an accident or incident has occurred. Appropriate communication procedures are 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>	<p>Ongoing</p>
<p>Describe how workplace first aid arrangements will be communicated within the workplace (Consider how to inform, train and promote first aid arrangements and first aid reporting requirements to staff, casual employees, visitors and students).</p>	<p>This Plan is to be monitored and updated annually and on an a required basis (eg after a major incident in the workplace).</p> <p>Staff training register is being maintained and monitored to ensure compliance with first aid training requirements.</p> <p>First Aid arrangements are part of staff and visitor induction. This includes details of reporting incidents to the Incident Hotline.</p>	<p>Principal</p>	<p>Ongoing</p>

Key points	List key points and actions required	Responsibility	Due date / frequency
Outline available workplace first aid equipment and systems and describe how usage is communicated within the workplace (Consider what is available and how to inform and train staff and casual employees about the equipment and systems to be used when first aid is required).	<p>This Plan is to be monitored and updated annually and on an a required basis (eg after a major incident in the workplace). Any changes are communicated at weekly communication meeting and/or by whole school email. Details would also be updated in the staff/visitor induction process.</p> <p>All staff are aware of the location of the defibrillator and have annual training on it's use.</p>	Principal	Ongoing
Where applicable, determine the need for a defibrillator. Consider: <ul style="list-style-type: none"> • Workplace location – is it isolated (due to distance or access) from emergency services? • Workplace staff and community age demographic (i.e. high risk cardiac arrest?) • Are there any neighbouring buildings with an accessible defibrillator? • Are staff willing to be trained and use a defibrillator in an emergency? 	<p>Complete the Defibrillator assessment tool should a risk be identified.</p> <p>Refer to the key steps as per the Defibrillator guidelines for next steps.</p> <p>Review the Defibrillator management plan annual</p> <p>Defibrillator is kept in SAM office. Battery is checked regularly as per requirements.</p> <p>All staff are trained in its use as part of annual CPR training.</p>	Principal/SAM/First Aid Officer	Ongoing

Step 4 – Ongoing monitoring and review of first aid plan

Describe the processes to monitor and review first aid arrangements.

Key points	List key points and actions required	Responsibility	Due date / frequency
First aid plan	Review and Update	Principal	Annually
First aid kits	Maintain stock levels and replace used and expired items	SAM/First Aid Officer	As required with a review at the commencement of every term.
First aid facilities	Maintain stock levels and replace used and expired items	SAM/First Aid Officer	As required with a review at the commencement of every term.
Currency of staff training	Staff Training Audit through SCOUT	Principal	Review twice a term.
Add additional here, as required			

Reporting and documentation

Key points	List key points and actions required	Responsibility	Due date / frequency
Describe steps the workplace will take to: <ul style="list-style-type: none"> Report incidents and injuries. Maintain Register of Injuries. Record first aid treatment. Other? 	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures. 2) Register of injuries is located in the main administrative office and in the Staff teams Drive. 3) Record of first aid treatment is through School Bytes and maintained by the First Aid Officer/ Office staff. 4) The register of medications is maintained in School Bytes by the staff who are authorised to administer medications.	All staff All staff First Aid Officer / Office staff Authorized/Trained staff	Ongoing Ongoing Ongoing Ongoing
Outline how record and reporting requirements will be met, including: <ul style="list-style-type: none"> the first aid record and reporting requirements for the workplace who is responsible to complete records who must be informed of incidents and injuries. <p>Refer to the First Aid Procedures for guidance.</p>	1) Incidents and injuries are reported in accordance with Incident Reporting Procedures. 2) Register of injuries is located in the main administrative office. 3) Record of first aid treatment is through School Bytes and maintained by the First Aid Officer/ Office staff. 4) The register of medications is maintained in School Bytes by the staff who are authorised to administer medications.	All staff All staff First Aid Officer / Office staff Authorized/Trained staff	Ongoing Ongoing Ongoing Ongoing