

**KING STREET PUBLIC SCHOOL
FIRST AID PLAN 2015**

Assessment of first aid requirements	First aid plan (Controls) continued
<p>Type of work performed</p> <p>Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.</p>	<p>Response procedures</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). The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.</p>
<p>Resources, equipment, machinery and other issues which may present hazards</p> <p>Fixed equipment e.g. stoves and ovens. Portable equipment e.g. lawn mowers, ladders, power tools, and PE equipment. Playground surfaces.</p>	<p>The principal (or nominated delegate) notifies the parent(s) (in the case of a student), next of kin or an emergency contact in the case of employees. The principal notifies the WHS Liaison Manager and WHS Directorate (if appropriate) and must follow the Department's <i>Incident Reporting Policy</i> (PD2007/0362) and <i>Incident Reporting Procedures</i>.</p>
<p>Types of injury or illness likely to be sustained</p> <p>Abrasions, cuts and lacerations. Burns, insect/animal bites. Sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.</p>	<p>Where an individual Health Care Plan exists, the procedures in the plan must be followed.</p>
<p>Number and distribution of people across the school</p> <p>385 students 22 teachers 2 perm and 2 PPT SASS 1 general assistant 6 SLSO's 2 canteen supervisors (employed by P&C)</p>	<p>Sick bay and kit requirements and management</p> <p>The principal coordinates the following arrangements: One sick bay with appropriate signage and a first aid kit A 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. Portable first aid kits to be taken on excursions.</p>
<p>Size and layout of workplace</p> <p>Five hectares of land with nine buildings and a dental clinic. Two of the buildings are two storeys and one is the school hall.</p>	<p>A sign indicating where the sick bay, first aid officer and main first aid kit is located and where other first aid kits are kept is displayed in the staff rooms and in every classroom. The first aid officer maintains the main first aid kit and its backup supplies.</p>
<p>Location of school</p> <p>The school is located in a suburban area, adjacent to Singleton High School. The school is approximately 500m from the ambulance station and 1km from the hospital.</p>	<p>First aid recording and reporting system</p> <p>Register of injuries is located in the main administrative office and is completed by the injured worker or visitor as soon as practicable. The administration of first aid is recorded in the record of first aid treatment located in the sick bay. The register of medications is maintained by employees authorised to administer medications.</p>
<p>First aid plan (Controls)</p> <p>One first aid officer and a backup first aid officer trained to take role in periods of absence. Schools are required to have a member of staff who is the holder of a current WorkCover approved first aid certificate. A first aid allowance is paid to school administrative support staff who undertake the first aid role as per the <i>Crown Employees (School administrative and support staff) Award</i>. All school staff are to be trained in Emergency Care Teachers supervising excursions and any water-related activities are to be trained in Cardio-Pulmonary Resuscitation (CPR) & Emergency Care.</p>	<p>Communicating the first aid plan</p> <p>The plan is placed on the noticeboard in each staff room and in the main office. It is communicated to all staff, students and workplace visitors.</p> <p>Timetable for monitoring and review procedures for first aid</p> <p>The plan is to be reviewed annually with the input of staff and the WHS Committee or WHS Representative.</p> <p>Important contact numbers</p> <p>Emergency 000 Poisons Information Centre 131 126</p>