



## 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:** Barnsley Public School

**Date:** 03.02.2021

**Date of Next Review:** 03.02.2022

### 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.)	<ul style="list-style-type: none"> <li>Administration – Office duties</li> <li>Teaching in key learning areas</li> <li>Conducting and supervising of outdoor activities</li> <li>Supervising Sport</li> <li>Organisation and supervising excursions</li> <li>General maintenance and related duties</li> </ul>
Describe the size and layout of workplace e.g. size of the site, number of buildings/storeys, split or single site etc.	School is approximately 39,700 square meters with 12 buildings all single storey with several segregated outdoor program, play or ovals areas. The school contains a canteen and hall.
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support	School is located in suburban Lake Macquarie and has bushland on three of its boundaries. School is accessible via Cliffbrook Street or The Weir Road. Nearest medical centre is 3.1km and school is 12.2km from John Hunter Hospital.
List the number and distribution of employees e.g. staff, students, visitors, etc.	<ul style="list-style-type: none"> <li>310 Students</li> <li>1 Principal</li> <li>4 Assistant Principals</li> <li>17 Teachers</li> <li>4 Administration Staff</li> <li>7 School Learning Support Officers</li> <li>1 General Assistant</li> </ul>
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.	<ul style="list-style-type: none"> <li>School operating hours are 8.30am to 3.30pm school days</li> <li>General Assistant on site Tuesdays, Wednesdays, Thursdays year round.</li> <li>Out of Hours Care from 6am to 9am &amp; 3.10pm to 6pm school days.</li> <li>Out of Hours Care from 6.30am to 6pm in school holidays.</li> </ul>

# First Aid Plan



## 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 more 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, physical education or sporting injuries	Cuts abrasions, superficial injuries, strains, sprains or fractures	Likely
Insect bites	Allergic or Anaphylactic reaction	Unlikely
Pollen / Food Allergens	Allergic or Anaphylactic reaction	Unlikely
Health / Illness	Asthma	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)	Two First Aid Officers appointed and trained.	Principal has responsibility for oversight	Ongoing
Identify other trained first aiders available where required	4 Teachers also hold current first aid certificates	Principal has responsibility for oversight	Ongoing
List staff training requirements (including CPR, anaphylaxis, and E-Emergency Care training, etc) and schedule annual face to face training	Staff are require to complete and keep current mandatory e-learning modules in Anaphylaxis, e-Emergency Care, WHS induction.  School provide mandatory face to face training in Anaphylaxis and CPR annually (usually staff development day Term 1)  Administration of Medications in Schools e-learning module for staff required to supervise students taking medication	Principal	Ongoing
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	Extensive first aid supplies are located in the First Aid room located in the Administration Building.  Additional First Aid kit is located in the School Canteen	Principal works with Business Manager and First Aid Officer to ensure first aid arrangements are in place.	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
	<p>Mini first aid kits are provided to the General Assistant and to teachers for playground duty.</p> <p>Portable first aid kits are available to be taken on excursions.</p>		
Identify First aid room requirements, (consider location, accessibility, equipment, signage and maintenance arrangements).	<p>Sick Bay / First Aid Room is located in the administration building and contains first aid supplies.</p> <p>First Aid Officer maintains First Aid Room requirements, supplies and maintenance arrangements.</p>	First Aid Officer	Ongoing
Where the school/workplace has or is considering a defibrillator – refer to <a href="#">defibrillator guidelines</a>	School does not have a defibrillator.	Principal	
Document process to manage prescribed medications, asthma inhalers, spacers, masks and EpiPens (e.g. system to ensure appropriate storage, currency of medication, health care plans/Asthma Plans/ASCIA plans etc)	<p>No medication, including paracetamol and over the counter medicines are to be stored in first aid kits.</p> <p>The school reviews Individual Health Care Plans / ASCIA Action Plans every 12 to 18 months in consultation with parents/students.</p> <p>The school utilises EBS4 to register and check currency of EpiPens and current medications.</p> <p>Storage arrangements are agreed upon with parent and communicated to relevant staff.</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	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. <b>This includes immediately contacting emergency services if considered necessary.</b>	All staff	Ongoing
	The first aid officer is called immediately after an accident or incident has occurred.	First Aid Officer	Ongoing
	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.	Principal or Delegate	As required
	Where an Individual Health Care Plan exists, the procedures in the plan must be followed.	All staff	As required
Describe how workplace first aid arrangements will be communicated within the workplace (consider staff,	This plan is found on the WHS noticeboard located in the staffroom in the Administration Building.	Principal	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
casual employees, visitors, students, etc)	This plan is communicated to staff at a communication meeting and a copy is email to all staff.		

## 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 workplace incident. Staff training register is being maintained and monitored to ensure compliance with first aid training requirements.	Principal	Ongoing

## Reporting and documentation

Describe steps the workplace will take to: (1) Report incidents and injuries (2) Maintain register of injuries (3) Record of first aid treatment (4) Other?	Incidents and injuries are reported in accordance with Incident Reporting Procedures.	All Staff	Ongoing
	Register of injuries is located in the Business Manager / SAM's office.	All Staff	Ongoing
	Record of first aid treatment is entered into Sentral by the First Aid Officer	All Staff	Ongoing
	Register of medications is maintained by the First Aid Officer who is authorised to administer medications	First Aid Officer	Ongoing

## List emergency contacts and other key contacts

Emergency 000	Medical Centre – Edgeworth Family Practice 4953 0966	John Hunter Hospital 4921 3000	Poison Info Centre 131 126
Other:			

**Name:** Principal / Workplace Manager  
Jenni Langford - Principal

**Signed:**  
*J. Langford*

**Date:**  
3.2.2021