

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: 28.03.2022

Date of Next Review: 28.03.2023

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.) | <ul style="list-style-type: none"> Administration – Office Duties Teaching in Key Learning Areas Conducting and supervising of outdoor activities Supervising Sport Organisation and supervising excursions General maintenance and related duties |
| 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 and oval 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"> 296 Students 1 Principal 1 Assistant Principal Curriculum and Instruction 4 Assistant Principals 17 Teachers 3 Administration Staff 9 School Learning Support Officers 1 General Assistant |
| 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"> School operating hours are 8.40am to 3.15pm school days General Assistant on site Tuesdays, Wednesday, Thursdays year round. |

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Out of Hours Care from 6.00am to 9.00am & 3.10pm to 6.00pm school days.

Our of Hours Care from 6.30am to 6.00pm in school holidays.

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 Officer appointment 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 | <p>Staff are required to complete and keep mandatory e-learning modules in Anaphylaxis, e-Emergency Care, WHS Induction.</p> <p>School Provide mandatory face to face training in Anaphylaxis and CPR annually (usually staff development day Term 4).</p> <p>Administration of Medications in Schools e-learning module for staff required to supervise students taking medication.</p> | 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 |
|--|--|---|--|
| 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 | <p>Extensive first aid supplies are located in the First Aid room located in the Administration Building.</p> <p>Addition First Aid kit is located in the school canteen.</p> <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> | Principal works with School Administration Manager and First Aid Officer to ensure first aid arrangements are in place. | Ongoing |
| 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 defibrillator guidelines | 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 | <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. This includes immediately contacting emergency services if considered necessary.</p> <p>The first aid officer is called immediately after an accident or incident has occurred.</p> | <p>All Staff</p> <p>First Aid Officer</p> | <p>Ongoing</p> <p>Ongoing</p> <p>As required</p> |

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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>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>Principal or Delegate</p> <p>All Staff</p> | As required |
| <p>Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc)</p> <p>This plan is to be monitored and updated annually and on an as required basis after a major workplace accident.</p> | This plan is found on the WHS noticeboard located in the staffroom in the Administration Building. | Principal | Ongoing |

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 | <p>This plan is to be monitored and updated annually and on an as required basis after a major workplace incident.</p> <p>Staff training register is being maintained and monitored to ensure compliance with first aid training requirements.</p> | Principal | Ongoing |

Reporting and documentation

| | | | |
|---|--|-------------------|---------|
| <p>Describe steps the workplace will take to:</p> <ol style="list-style-type: none"> (1) Report incidents and injuries (2) Maintain register of injuries (3) Record of first aid treatment (4) Other? | <p>Incidents and injuries are reported in accordance with Incident Reporting Procedures.</p> | All Staff | Ongoing |
| | <p>Register of injuries is located in the SAM's office.</p> | All Staff | Ongoing |
| | <p>Record of first aid treatment is entered into Sentral by the First Aid Officer.</p> | All Staff | Ongoing |
| | <p>Register of medications is maintained by the First Aid Officer who is authorised to administer medications.</p> | First Aid Officer | Ongoing |

List emergency contacts and other key contacts

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Step 4 - Ongoing monitoring and review of Plan

| Key points | List key points and actions required | Responsibility | Due date / frequency |
|---|--|-----------------------------------|-------------------------------|
| Emergency 000 | Medical Centre – Edgeworth Family Practice – 4953 0966 | John Hunter Hospital 4921 3000 | Poison Info Centre 131 126 |
| Other: | | | |
| Name: <i>Principal / Workplace Manager</i> | Signed: <i>J. Langford</i> | Date: <i>5.4.22</i> | |