

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: Buronga Public School

Date: August 2018

Date of Next Review: May 2019

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"> 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.	
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support	The school is located on the Silver City Highway and is across the road from a medical centre. The nearest hospital is approximately 4km away, in Mildura. Emergency access is available via Chapman Street. Or Pitman Avenue.
List the number and distribution of employees e.g. staff, students, visitors, etc.	<ul style="list-style-type: none"> 125 students 14 staff (9 FTE, 11 PTE)
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.	8:30 am to 3:15 pm 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 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 injuries from slips, trips and falls	Cuts, abrasions, fractures, superficial injuries	Likely
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Unlikely

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

Sporting, physical education, gym equipment, portable equipment and playground injuries	Sprains, strains, unsuitable footwear, items of clothing or equipment such as hats or jumpers or cords that could catch on play equipment	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)	First Aid Officer appointed and trained	Principal has responsibility for oversight	Ongoing
Identify other trained first aiders available where required	All staff trained in ESS First Aid	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	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 for all staff	Principal	Scheduled at Term 1 SDD annually
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	First aid equipment is located in the front office. A portable first aid kit is located in the sick bay to be taken on excursions. Two small portable first aid kits are stocked and ready for the playground teacher and minor excursions. Risk management and excursion planning is in place to ensure that portable first aid kits will be taken on all excursions 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. All teaching staff are aware of first aid and complete ESS training 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 defibrillator guidelines	N/A due to close proximity of medical centre.	N/A	N/A
Document process to manage prescribed medications and EpiPens (e.g. system to ensure appropriate storage, currency of	No medication, including paracetamol and over the counter medicines are to be stored in first aid kits.	Principal	Ongoing

First Aid Plan



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

Key points	List key points and actions required	Responsibility	Due date / frequency
medication, health care plans/ASCI plans etc)	<p>The school reviews Individual Health Care Plans/ASCI Actions Plans every 12 to 18 months in consultation with the parent/student.</p> <p>The school has register in place to check the currency of EpiPens and prescribed medications.</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>		
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 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><u>This includes immediately contacting emergency services if considered necessary.</u></p>	All staff	Ongoing
	<p>The first aid officer is called immediately after an accident or incident has occurred, and follows school communication procedures to provide appropriate first aid.</p>	First Aid Officer	Ongoing
	<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>	Principal or delegate	As required
	<p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>	All staff	As required
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 in the staffroom and in the sick bay.</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	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 as required (after a major incident in the workplace).</p> <p>Staff training register is maintained and monitored to ensure compliance with first aid training requirements.</p>	Principal	Annually / as required

First Aid Plan



Step 4 - Ongoing monitoring and review of Plan

Key points	List key points and actions required	Responsibility	Due date / frequency
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) Maintain register of injuries	2) Register of injuries is located in the main administrative office	All staff	Ongoing
(3) Record of first aid treatment	3) Record of first aid treatment is located in the first aid room and maintained by the First Aid Officer.	First Aid Officer	Ongoing
(4) Other?	4) The 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 Buronga 5021 1002	Hospital Mildura Base Hospital 5022 3333	Poison Info Centre 131 126
Other:			

Name: <i>Jodie Treverrow</i>	Signed:	Date: <i>August 2018</i>
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