

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

Lawson Public School

Date of this review

31/05/2023

Date of next review
(due within 12 months)

31/05/2024

List of emergency contacts and other key contacts

Medical Emergency 000 | Poison Info Centre 131 126

Medical Centre

Hazelbrook General Practice (02) 4758 6210

Hospital

Katoomba Hospital – (02) 4784 6500

Other (please specify)

First aid plan sign off

Name of principal or
workplace manager

Hayley Cross

Signature



Date

31/08/22

Overview of workplace

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

Type of work and activities conducted

Teaching in mainstream settings including supporting playground activities and supervising excursions
Teaching in support unit settings including supporting playground activities and supervising excursions
Conducting office duties and general maintenance and related duties

The size and layout of workplace

There are 6 main school buildings consisting of an Admin Block/Classroom, 12 Classrooms, Library, Creative Arts room, hall and 2 toilet blocks.

The location of workplace

The school is situated on a large, single site. The main school buildings are found adjacent to the Great Western Highway, Adelaide Street and Wilson Street. Distance to the closest medical support is a 5 min drive to Hazelbrook. Nearest hospital is Katoomba Hospital at Katoomba (25mins)

List of the number and distribution of people on site

206 students, There are 34 permanent and temporary staff- full time and part time, including teachers, exec, RFF teachers, SLISO, GA

Workplace hours of operation

Students 8:55 – 2:45 , Staff 7:00am-6:00pm
Cleaners 6:00am – 7:00pm
GA- Tuesday and Wednesday 7:00am - 4:00pm

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).
Rough play, Running on hard surfaces	Sport injuries, cuts, abrasions, lacerations	Likely	School safety rules- e.g. walking on hard surfaces
Portable equipment eg lawn mowers, ladders, maintenance tools, electrical equipment	Cuts, falls, electrical shocks, burns	Unlikely	All equipment locked away when students on school grounds.
Infection control within first aid	Infection cuts	Unlikely	Use of anti-bacterial spray/ first aid officers practice good hygiene (wash hands, use gloves, etc)
Chemicals	Reactions to cleaning products and chemicals	Unlikely	Chemical register completed All chemicals locked away from students Original containers only
Insect/animal bites, food allergens	Anaphylactic or allergic reaction	Unlikely	First aid management plan in place Anaphylaxis plans in common staff areas and classrooms where appropriate

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
			All staff trained in first aid
Health/illness	Asthma attack		Asthma plans visible where appropriate All staff trained in first aid

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).	Two first aid officers appointed	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).	All Staff member undertake a basic first aid training update annually 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 for all staff	Principal	Ongoing
List number of first aid kits and their location. (Consider accessibility of <u>first aid kits</u> , contents, high risk areas, first aid for offsite activities, and who is responsible and how often kits are check / maintained).	2 portable first aid kits located in Office Block and portable first aid kits located in the support unit Playground duty teachers carry bag which includes band aids and first aid slips Risk management and excursion planning is in place to ensure that portable first aid kits will be taken on all excursions	Principal and First Aid Officer All teaching staff All staff	Ongoing
Identify first aid room requirements (Consider location, accessibility, equipment, signage and maintenance, refer to checklist of <u>first aid facilities</u>).	Sick bay is the foyer. The appointed SAM and SASS staff maintains the first aid requirements, supplies and maintenance arrangements.	First Aid Officer Appointed SAM and SASS staff	Ongoing/ Annually

Key points	List key points and actions required	Responsibility	Due date / frequency
<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 placed on the WHS Noticeboard. This Plan is communicated to all staff via whole staff meeting and a copy emailed to all staff. Also placed on school server (Google Drive). This Plan is included in induction processes for new staff.</p>	All staff	Ongoing
<p>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>	<p>Office (sick bay) is stocked with bandages, ventolin spacers, bandaids, icepacks, epi pens, individual student medication, gauze, butterfly clips, saline, eye baths, stop itch, antiseptic spray</p> <p>All staff are made aware via verbal communication and email, staff meetings where office is and what procedures are in place for students accessing sick bay</p> <p>In sick bay located in office there are 2 portable first aid kits (see above) Playground duty teachers carry bag which includes band aids and first aid slips</p>	All staff	Ongoing
<p>Where applicable, determine the need for a defibrillator. Consider:</p> <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>Defibrillator stored in front office in white box attached to wall. All staff trained in use during annual CPR training</p> <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>	All staff	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	This Plan is to be monitored and updated annually and on an as required basis (after a major incident in the workplace). Staff training register is maintained and monitored to ensure compliance with first aid training requirements.	Principal WHS committee	Annually or as needed
First aid kits	First aid kits to be monitored and update annually and on an as required basis (after a major incident in the workplace). First aid officers to check expiry dates for epipens and ventolin	First aid officers	Annually or as needed
First aid facilities	First aid facilities kits to be monitored and update annually and on an as required basis (after a major incident in the workplace). First aid officers to check expiry dates for epipens and ventolin and other medication. Regularly checking stock to make sure first aid room is always stocked appropriately	First aid officers	Ongoing
Currency of staff training	Staff to be trained annuannly or as needed for CPR, anaphylaxis, first aid, e-emergency as required and appropriate Principal and SAM to keep a register of all staff compliacnce	Princaipl SAM	Ongoing

Key points	List key points and actions required	Responsibility	Due date / frequency
Add additional here, as required			

Reporting and documentation

Key points	List key points and actions required	Responsibility	Due date / frequency
<p>Describe steps the workplace will take to:</p> <ul style="list-style-type: none"> Report incidents and injuries. Maintain Register of Injuries. Record first aid treatment. Other? 	<ul style="list-style-type: none"> Incidents and injuries are reported in accordance with Incident Reporting Procedures. <p>Register of injuries is located in the main administrative office</p>	<p>All Staff</p> <p>First Aid Officer</p>	Ongoing
<p>Outline how record and reporting requirements will be met, including:</p> <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>	<ul style="list-style-type: none"> Record of first aid treatment is located in the office and maintained by the First Aid Officer. <p>The register of medications is maintained by the First Aid Officer who is authorised to administer medications.</p>	<p>First Aid Officer</p> <p>First Aid Officer</p>	Ongoing