



First Aid Plan

Work Health and Safety Directorate

Workplace Name	Kingscliff High School
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Assessments of First Aid requirements

Type of work performed	Teaching in the key Learning Areas Conducting and supervising playground activities Conducting office duties General maintenance and related duties Supervising school excursions
Resources, equipment, machinery and other issues which may present hazards	Fixed equipment eg band saws, stoves and ovens, Bunsen burner outlets, and kilns Portable equipment eg tractors, lawn mowers, ladders, power tools, food technology, and PE equipment Chemicals used by General Assistant, Cleaner and office supplies in Administration Equipment in Science Labs, CAPA incl kiln Playground surfaces
Types of injury or illness likely to be sustained	Abrasions, cuts and lacerations Burns, insect / animal bites Sprains, strains and crush injuries Anaphylactic or asthmas reaction requiring an emergency response, (includes where no previous diagnosis has been made). In an emergency, all staff members have a duty of care to respond
Specific training / requirements for First Aid Officer	One trained First Aid Officer is based in Administration. Current certification is in place. A second DEC is also trained and is available to perform a back-up role, as required. A first aid allowance is paid to SASS who undertake this role, as per the Crown Employees (SASS) Award. 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) and Emergency Care. First Aid Officer: Leonie Bayliss (School Administration Manager)
Number and distribution of employees	1070 students, 89 staff, 25 SASS staff
Size and layout of workplace	Four hectares of land with twelve buildings. Three of the buildings are two-storeys

First Aid plan – controls

First Aid plan Responses and Procedures	<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, eg contacting an ambulance immediately where required or administering an adrenaline auto-injector if a person is showing symptoms of anaphylaxis. All staff should be aware of location of kits.</p> <p>A first aid allowance is paid to school administrative support staff who undertake the first aid role as per the Crown Employees (School Administrative and Support Staff) Award. The First Aid Officer is called immediately after an accident / incident has occurred to attend to the injured person/s. The First Aid Officer coordinates medical assistance and emergency services as required. If calling an ambulance, keep in line of sight with the patient if possible.</p> <p>All school staff are to be trained in Emergency Care, especially staff in high risk curriculum areas such as TAS, science and visual arts. Teachers supervising excursions and any water-related activities are to be trained in Cardiopulmonary Resuscitation (CPR) and Emergency Care.</p> <p>The Principal notifies parent(s)/ next of kin/emergency contact as appropriate and follows the Department's Incident Reporting Policy (PD2007/0362) and Incident Reporting Procedures.</p> <p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>
First Aid room requirements and management	<p>One sick bay with signage and First Aid Kit (A) is located in the Administration Building</p> <p>Signage is displayed in the Administration Office, the staff room and in every classroom indicating: location of sick bay, name and location of First Aid Officer/s, location of main First Aid Kit</p> <p>The First Aid Officer maintains the First Aid kits and backup supplies on a regular basis</p>
Accessibility	Sick Bay is located in the main Administration Building
First Aid kit requirements and management	<p>One First Aid kit is permanently located in the Administration Building of the school and it has a general use adrenaline auto injector. All staff are aware of the location of this kit.</p> <p>One First Aid Kit (Type C) is also available in the GA's room. One First Aid Kit (Type C) in the school canteen.</p> <p>One portable First Aid Kit for the teacher in charge of playground duty.</p> <p>All excursions, (incl sport activities) carry a portable First Aid Kit which includes an adrenaline auto-injector.</p> <p>The First Aid Officer maintains the First Aid Kits and backup supplies each term.</p> <p>One First Aid Kit in each building, no further than 100m from each classroom. Signs located around the school of these locations.</p>
Location of workplace to emergency centres	The school is located near a main road, approx 1km from a medical centre and 14kms from Tweed District Hospital
First Aid recording and reporting system	<p>Register of Injuries is located in the School Administrative Manager's office and is a compilation of the forms received after the incident / injury has been reported to the Hotline ph: 1800 811 523</p> <p>Register of First Aid Treatment is located in the office</p> <p>Register of Medications: maintained by employee authorised to administer medications</p> <p>This Plan is reviewed annually using the agreed WHS consultation agreement process for this site</p>
Communicating the First Aid Plan	This Plan is displayed on WHS Notice Board, in the Sick Bay and Front Office. It is communicated to all students, workers and visitors. The plan will be reviewed in February 2017 with the input of staff and the WHS Committee.
Important Contact Numbers	<p>Emergency: 000</p> <p>Kingscliff Medical Centre: 40 Marine Parade, Kingscliff (02) 6674 3266</p> <p>Tweed Heads District Hospital: (07) 5536 1133</p> <p>Poisons Info Centre: 131 126</p>

Name

Michael Hensley

Date

1 March 2017

Signature

