# First Aid Plan

## Work Health and Safety Directorate

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<tr>
<th>Workplace Name</th>
<th>Werrington Public School</th>
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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 e.g. ovens, hot water services  
|                                                                         | Portable equipment e.g. lawn mowers, ladders, power tools, maintenance tools, food technology tools and PE equipment.  
|                                                                         | Chemicals used in art and craft and cleaning products.  
|                                                                         | Playground surfaces.  |

| Types of injury or illness likely to be sustained | Abrasions, cuts and lacerations.  
|                                                    | Burns, insect/animal bites.  
|                                                    | Sprains, strains and crush injuries.  
|                                                    | Asthma and anaphylactic reaction requiring emergency response.  |

| Specific training requirements for first aid officer | One first aid officer and backup first aid officer trained to take role in periods of absence. Annette Green is desigated first aid officer, with an approved first aid certificate.  
|                                                      | School staff are trained in Emergency Care as required.  
|                                                      | School staff are trained in anaphylaxis response annually.  
|                                                      | Teachers supervising excursions and any water related activities are trained in Cardio-Pulmonary Resuscitation (CPR) and Emergency Care.  |

| Number and distribution of employees | 389 Students  
|                                     | 32 Teachers  
|                                     | 5 Office staff  
|                                     | 1 General Assistant  
|                                     | 14 SLSO's  |

| Size and layout of workplace | 1 two storey building and 10 single storey buildings  |
### First aid plan

**Response Procedures**
- The first aid officer is called immediately after an accident or incident has occurred.
- The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required.
- The principal or nominee notifies the parent(s) (in the case of a student); next of kin or an emergency contact in the case of employees.
- The principal notifies the WHS Liaison Manager and WHS Directorate (if appropriate) and must follow the Department's Incident Reporting Policy (PD2007/0362) and Incident Reporting Procedures. Where an Individual Health Care Plan exists, the procedures in the plan must be followed.

**First aid room requirements and management**
- One sick bay with appropriate signage and a first aid kit in the main office building.
- One small first aid kit has been allocated to each staff member for use in the classroom and on playground duty.
- Portable first aid kits with epi pen to be taken on excursions.
- The first aid officer maintains the main first aid kit and its backup supplies.
- All portable kits are stocktaked after use.

**Accessibility**
- Access is via the front office. Rear door is available for ambulances.

**First aid kit requirements and management**
- One small first aid kit has been allocated to each staff member for use in the classroom and on playground duty.
- Portable first aid kits with epi pen to be taken on excursions.
- The first aid officer maintains the main first aid kit and its backup supplies.
- All portable kits are stocktaked after use.

**Location of workplace to emergency centres**
- Office

**First aid recording and reporting system**
- Register of injuries is located in the main administrative office and is completed by the injured worker or visitor as soon as practicable.
- The administration of first aid is recorded in the record of first aid treatment located in the sick bay.
- The register of medications is maintained by employees authorised to administer medications and who have completed Administration of Prescribed Medications training.

**Communicating the first aid plan**
- The plan is placed on the noticeboard in the staffroom and in the sick bay. It is communicated to staff. A summary is communicated to students and visitors.

### Important Contact Numbers
- Emergency 000
- Hospital 4734 2000
- Poisons Information Centre 131126

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<tr>
<th>Name</th>
<th>Jennifer Thompson</th>
<th>Date</th>
<th>Signature</th>
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