

Berkeley West Public School First Aid Plan

Assessment of first aid requirements	First aid plan (Controls) continued
Type of work performed	Response procedures (continued)
Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.	The first aid officer attends to the injured person. The first aid officer coordinates parental contact, medical assistance and emergency services, as required. The School Admin Manager, School Admin Officer or principal notifies the parent(s) (in the case of a student), next of kin or an emergency contact in the case of employees.
Resources, equipment, machinery and other issues which may present hazards	The principal notifies the WHS Incident Notification Hotline on 1800 811 523 following the Department's <i>Incident Reporting Policy</i> and <i>Incident Reporting Procedures</i> .
Fixed equipment e.g. school play equipment Portable equipment e.g. lawn mowers, ladders, power tools, and PE equipment. Playground surfaces.	Where an individual Health Care Plan exists, the procedures in the plan must be followed.
Types of injury or illness likely to be sustained	Sick bay and kit requirements and management
Abrasions, cuts and lacerations. Burns, insect/animal bites. Sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.	The principal coordinates the following arrangements: One sick bay with appropriate signage and a first aid kit in the main administration building. One first aid kit located each teaching block, specifically the Year 6 classroom and Learning and Support Teacher's office (in the infants). A portable first aid kit is available for the teacher in charge of playground duty upon request. Portable first aid kits to be taken on excursions. A sign indicating who the first aid officer is, and where other first aid kits are kept, is displayed in the staff room and in every classroom. The first aid officer maintains the main first aid kit and its backup supplies.
Number and distribution of people across the school	First aid recording and reporting system
170-220 students 14 teachers 3 office staff 1 general assistant	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. Notification of any injury/incident to employees, visitors or students to WHS Incident Notification Hotline within 24hrs.
Size and layout of workplace	Communicating the first aid plan
Approximately 1.5 hectares of land with five buildings. Two of the buildings are multiple storey buildings.	The plan is placed on the noticeboard in the staff room and in the main office. It is communicated to all staff, students and workplace visitors. It is also posted on the school's website.
Location of school	Timetable for monitoring and review procedures for first aid
The school is located near a main road approximately 1km from a medical centre and 7km from the nearest hospital.	The plan is to be reviewed annually and communicated to staff as required
First aid plan (Controls)	Important contact numbers
One first aid officer and a backup first aid officer trained to take role in periods of absence. Schools are required to have a member of staff who is the holder of a current WorkCover approved first aid certificate. A first aid allowance is paid to school administrative support staff who undertake the first aid role as per the <i>Crown Employees (School administrative and support staff) Award</i> . All school permanent staff are trained in Emergency Care. Teachers supervising excursions and any water-related activities are to be trained in Cardio-Pulmonary Resuscitation (CPR) & Emergency Care.	Emergency 000 Illawarra Medical Services (Shop 2 Winnima Way Berkeley) 4271 1899 Port Kembla Hospital 4223 8000 Poisons Information Centre 131 126
Response procedures	
If able, the injured person is sent to the sick bay in the administration building. If the injured person cannot get to sick bay, the first aid officer is called by staff immediately after an accident or incident has occurred by sending another member of staff or students. In the case of a suspected anaphylactic reaction , the supervising teacher or first staff member available should administer the autoinjector to the student regardless of whether or not they have been diagnosed with suffering from anaphylaxis. The school has spare auto injectors, but if necessary, another child's injector may be used.	