

First aid plan

Health and Safety Directorate

Riverina Environmental Education Centre

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: Riverina Environmental Education Centre

Date: 23/9/20 **Date of Next Review:** 23/9/21

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.)	<p>Teaching in the key learning areas.</p> <p>Conducting and supervising playground activities.</p> <p>Conducting office duties.</p> <p>General maintenance and related duties.</p> <p>Supervising school excursions, sporting activities both on and off-site.</p>
Describe the size and layout of workplace e.g. size of the site, number of buildings/storeys, split or single site etc.	REEC occupies 5 hectares of land with 7 buildings on a site of 250 hectares. Four paddocks where field activities are conducted.
Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support	The school is located in the locality of Moorong. Address: 7161 Olympic Highway Moorong NSW 2650. The nearest cross street is the Sturt Highway Moorong It is approximately 6 km from hospital and 3km medical centre.
List the number and distribution of employees e.g. staff, students, visitors, etc.	<p>60 students 4 teachers</p> <p>1 office staff 1 general assistant</p>
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.	<p>The school operates from 8:30am to 3:30 pm Monday to Friday, however staff are onsite outside these hour.</p> <p>Some staff on the premises of a weekend and during holiday period to feed animals on school farm.</p> <p>This school will be non-operational on catastrophic fire days.</p> <p>Local decision will be made by principal in consultation with DEL on extreme fire days in consultation with fire trigger points matrix.</p>

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

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.
Allergens/pollens/food etc	Anaphylactic or asthma reaction requiring an emergency response. Possibly previously undiagnosed anaphylaxis.	Potentially serious. Staff trained. Plans in place. EpiPens and asthma puffers available to reduce the severity of reaction
Playground surfaces and playground equipment	Sprains, strains, abrasions, fractures, cuts and lacerations.	Likely. Minor to medium. Ongoing maintenance and upgrades
Portable equipment - ride on lawn mower, farm tractor, whipper snipper, ladders and power tools.	Abrasions, cuts and lacerations.	Medium. Safe Operating Procedures in place. Personal Protective Equipment (PPE) available and used.
Insects/animal bites	Bites, stings and possible anaphylactic or allergic reaction.	Low to serious depending on individual susceptibility. Lids kept on all bins.
Chemicals used by general assistant	Burns, inadvertent exposure to hazardous substance	Low. Chemical Safety in Schools, Safety Data Sheets and PPE available
Stoves and ovens	Burns	Medium. PPE used.
Quadrangle, stairs and steps – trips and falls	Sprains, breaks bruises etc.	Low-medium. Lines painted on uneven surfaces.
Violent behaviour	Abrasions, cuts, bruises and lacerations.	Low to serious depending on severity of incident.
Specific responses for student health?		Individual emergency response plan in place via the local school excursion procedures.

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
Appoint First Aid Officer(s)	First Aid Officers appointed trained in 'Provide First Aid' HLTAID003 or higher. First Aid officer – Darron Watt. A first aid allowance is paid to school administrative support staff who undertakes this role.	Principal has responsibility for overseeing	Every 3 years due March 2023.
Identify other trained first aiders available where required	Names of back up first aid officer. Danyelle Scrivener Office staff/ teachers throughout the school hold a senior first aid qualification and CPR certificates and can provide support. Jacqui Massey	Principal has responsibility for overseeing	Annually Every 3 years
List staff training requirements (including CPR, anaphylaxis and E-Emergency Care training, etc) and schedule annual face to face training	In accordance with Departmental requirements, the school trains substantial numbers of staff each year in CPR and anaphylaxis. Ongoing mandatory online training in e-Anaphylaxis and e-Emergency care is maintained for all staff. All non-teaching staff and a minority of teachers are trained in Administration of Prescribed Medication.	Principal	Annually in accordance with training schedule. Every 2 and 3 years respectively. Every 3 years
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 kits are located no further than 100m from each classroom/work area. One first aid kit containing EpiPen and asthma medication located in front office. One first aid kit in each high risk areas. A portable first aid kit is accessible for the teacher in charge of playground duty. Risk management and excursion planning is in place to ensure that portable first aid kits which include a general use EpiPen and Asthma will be taken on all excursions The first aid officer maintains the main 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 are trained All staff aware of first aid requirements for excursions	Ongoing Ongoing
Identify First aid room requirements, (consider location, accessibility, equipment, signage and maintenance arrangements).	One sick bay/first aid room with appropriate signage and a first aid kit containing an EpiPen and asthma located in the tea room, front office and in every teachers field kit. The first aid officer maintains the sick bay/first aid room and its backup supplies. A sign indicating where the sick bay, first aid officer and main first aid kit is located and	First Aid Officer	Ongoing Each term.

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Key points	List key points and actions required	Responsibility	Due date / frequency
	where other first aid kits are kept is displayed in the staff room and in every classroom.		
Where the school/workplace has or is considering a defibrillator – refer to defibrillator guidelines	A non-school defibrillator is located in the main administration office of the Wagga Research Centre with appropriate signage and accessibility.	Principal	Ongoing
Document process to manage prescribed medications and EpiPens (e.g. system to ensure appropriate storage, currency of medication, health care plans/ASCIA plans etc)	<p>No medication, including paracetamol and over the counter medicines are to be stored in first aid kits.</p> <p>Visiting schools provide information prior to visits for students with ASCIA Action Plans.</p> <p>The visiting school reviews Individual Health Care Plans annually for students with serious health conditions. Letters are sent and phone contact with parents/carers regarding student needs. ASCIA Actions Plans are updated by visiting schools every 12 to 18 months in consultation with the parent/student.</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>	Principal	Ongoing
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 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. 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. This includes immediately contacting emergency services if considered necessary.</p> <p>Serious Injury or health condition: The first aid officer is called immediately after a serious injury/illness has occurred. If urgent, any staff member to call 000 (triple zero) ASAP. The first aid officer assesses the person and coordinates medical assistance and emergency services as required.</p> <p>Minor injuries/illness - students are treated onsite at the point of injury.</p>	<p>All staff</p> <p>First Aid Officer</p> <p>Principal or delegate</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As required</p> <p>As required</p>

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

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>The principal of the visiting school notifies the parent(s) in the case of a student, or next of kin/emergency contact in the case of employees as per their local school procedures.</p> <p>Where an Individual Health Care Plan exists, the procedures in the plan must be followed.</p>	All staff	
Describe how workplace first aid arrangements will be communicated within the workplace (consider staff, casual employees, visitors, students, etc)	<p>The Plan is placed on the WHS Noticeboard along with the information poster will be displayed in all the classrooms.</p> <p>The Plan is communicated to all staff via whole staff meeting.</p> <p>The information poster is included in the 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>First Aid plan reviewed annually and updated earlier if advice received about additional hazards, major incident or health care needs are identified.</p> <p>Ongoing staff training at staff development days and staff meetings in line with DoE mandatory requirements.</p>	Principal	Date Annually/as required

Reporting and documentation

Describe steps the workplace will take to:	<p>1) Incidents and injuries are reported in accordance with Incident Notification and Response Procedures.</p> <p>2) Register of injuries is located in the main administrative office</p> <p>3) Record of first aid treatment in the first aid register and maintained by the First Aid Officer.</p> <p>4) The register of medications is maintained by the First Aid Officer who is authorised to administer medications</p>	All staff	Ongoing
		All staff	Ongoing
		First Aid Officer	Ongoing
		First Aid Officer	Ongoing

List emergency contacts and other key contacts

Emergency 000	Medical Centre	Hospital	Poison Info Centre 131 126
Other: Injury Management Advisers	Contact 1800 811 523	WHS Consultant	

First Aid Plan



Name: Principal	Signed: <i>Darren Watt</i>	Date: 23 / 9 / 2020
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