

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

Riverina Environmental Education Centre

Date of this review

11 March 2024

Date of next review
(due within 12 months)

11 March 2025

List of emergency contacts and other key contacts

Medical Emergency 000 | Poison Info Centre 131 126

Medical Centre

Glenrock Medical Centre – 02 6971 5000

Hospital

Wagga Base Hospital – 02 5943 1000

Other (please specify)

Health Direct – 1800 022 222

First aid plan sign off

Name of principal or
workplace manager

Darron Watt

Signature

Date

3 April 2024

Overview of workplace

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

Type of work and activities conducted

Teaching in the key learning areas
Conducting and supervising playground activities
Conducting office duties
General maintenance and related duties
Supervising school excursions and incursions

The size and layout of workplace

(e.g., describe considering the 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 200 hectares. Eight paddocks where field activities are conducted.

The location of workplace

(e.g., described considering major road, regional, access requirements, distance/time from medical support)

Address: 7161 Olympic Highway Moorong NSW 2650
Nearest cross street is the Sturt Highway Moorong
Ambulance is 10 minutes away (approximately 3 km)

List of the number and distribution of people on site

Staff: 5
Students: 60
Regular visitors/contractors:

Workplace hours of operation

The school operates 5 days a week from 8.00 am to 4:00 pm, Monday to Friday.
Some staff on the premises of a weekend and during holiday period to perform safety and security checks and support Asset management projects

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 <u>Health, Safety and Staff Wellbeing Risk Management Procedure</u> for help with assessing potential injury risks with reference to the department's risk rating Matrix)	(refer to the <u>Health, Safety and Staff Wellbeing Risk Management Procedure</u> to help with determining the appropriate mitigation response, e.g., to eliminate, reduce or monitor the hazard).
Allergens/pollens/food/insect or animal bites	Anaphylactic or asthma reaction requiring an emergency response. Possibly previously undiagnosed anaphylaxis.	High 12 (possible/major)	Staff trained in Anaphylaxis and e-Emergency care. Allergens risk management plan in place, reviewed and communicated annually. General ASCIA Plan displayed. Individual health care plans and ASCIA Action plans in place and communicated. EpiPens and asthma puffers available to reduce the severity of reaction. Snake awareness sessions. Snake kit accessible. Lids on bins. Use of personal protective equipment (PPE) and clothing. Shrubs maintained around outdoor learning areas.
Minor playground injuries from slips, trips and falls on fixed and mobile sporting and playground equipment	Cuts, abrasions, superficial injuries and possible fractures.	Medium 8 (likely/minor)	Ongoing maintenance, staff supervision and instruction on use of equipment. Playground risk management plan.

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
Injuries from sporting and curricular/extra-curricular physical activities	Cuts, abrasions, superficial injuries, bruises, possible sprains, concussion and fractures.	High 9 (possible /moderate)	Risk management plans in place, staff supervision, school sporting and concussion guidelines followed. School Sport Unit: Concussion (nsw.gov.au)
Uneven and slippery surfaces resulting in slips, trips and falls	Sprains, strains, abrasions, fractures, cuts and lacerations.	High 9 (possible /moderate)	Follow pathways where present. Appropriate footwear to be worn. Limit movement after rain. Ongoing maintenance.
Medical and health conditions. i.e. Asthma, diabetes	Shortness of breath and breathing difficulties. Hyper	High 9 (possible /moderate)	Individual health care plans in place. Staff trained, asthma plans in place Ventolin available.
Chemicals used by General Assistant, for cleaning and maintenance.	Chemical burns, exposure, poisoning.	Medium 6 (unlikely /moderate)	Chemical Safety in Schools (CSIS) training, Safety Data Sheets and PPE available. Chemical register reviewed annually. Safer substances used where possible.
Portable equipment eg lawn mowers, ladders, power tools and PE equipment used by General Assistant	Cuts, abrasions, sprains or strains.	Medium 6 (unlikely /moderate)	Medium. Safe Operating Procedures in place. PPE available and used.
Trees. Falling branches and twigs .	Cuts, abrasions and fractures.	High 12 (possible/major)	Tree audit. Visual inspections.
equipment and tools	Cuts, abrasions, crush injuries, burns and minor superficial injuries	High 9 (possible /moderate)	Follow Equipment Safety in Schools guidelines. Safe operating procedures and user manual safety guidelines adhered to. PPE available and used. Ongoing inspections, maintenance and service

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
			completed and recorded.

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).	First Aid Officer appointed and trained in HLTAID003/011 – Provide first aid or higher. Darron Watt, D. Scrivener, C.Strong, J. Massey	Principal	February 2026 Every three years
List staff training requirements and schedule annual practical or online training (Including CPR, anaphylaxis, e-Emergency Care, e-Administration of Medication & Basic water rescue.)	Anaphylaxis - online training e-Emergency Care - online training Practical CPR and anaphylaxis Ongoing practice with training Autoinjectors (EpiPen and Anapen) Basic Water rescue – annual course RLSS	Principal	Every two years Every three years Offered annually and significant proportion of staff attend Each term, and/or before going on excursions. Confirm via SCOUT or training register
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).	First aid kits containing EpiPen are located with all REEC teachers. One first aid kit containing EpiPen and asthma medication located in front office . One first aid kit in REEC vehicle. 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/First Aid Officer	Each term – ongoing First aid (nsw.gov.au)

Key points	List key points and actions required	Responsibility	Due date / frequency
Identify first aid room requirements (Consider location, accessibility, equipment, signage and maintenance, refer to checklist of first aid facilities).	<p>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.</p> <p>The first aid officer maintains the sick bay/first aid room and its backup supplies.</p> <p>A sign indicating where the sick bay, first aid officer and main first aid kit is located and where other first aid kits are kept is displayed in the staff room and in every classroom.</p>	Principal	Ongoing. Facilities checked daily and restocked as required. First aid (nsw.gov.au)
Document the management of prescribed medications, and general use asthma inhalers, spacers, masks and EpiPens®. (E.g. system to ensure appropriate storage, currency of medication, individual health care plans / ASCIA Plans etc)	<p>No medication, including paracetamol and over the counter medicines are stored in first aid kits. Except Asthma medication and EpiPen.</p> <p>All medication administered by visiting school staff</p> <p>The school has register in place to check the currency of EpiPens.</p>	Principal/SAM	February / annually
Document first aid response procedures (steps to be taken in the event of injury/illness) and local first aid protocols (Consider infection control, incident reporting, documentation requirements, etc). Refer to the First Aid Procedure for additional guidance.	<ol style="list-style-type: none"> 1. Immediate notification of an incident to the first aid officer or relevant supervisor. 2. A first aid officer / or first aider providing immediate response to the injured or ill person. 3. The coordination of medical assistance – note that an ambulance should be called immediately by any staff member or other 	Principal/SAM	/ annually

Key points	List key points and actions required	Responsibility	Due date / frequency
	<p>person in the event of an emergency, or incidents involving electric shock.</p> <p>4. Supervisor coordinates the incident site.</p> <p>5. Workplace manager (or delegate) contacts the injured or ill persons' nominated emergency contact</p> <p>Individual health care plan and or emergency response plan followed where in place.</p> <p>DoE infection control procedures are followed.</p>		
<p>Describe how workplace first aid arrangements will be communicated within the workplace</p> <p>(Consider how to inform, train and promote first aid arrangements and first aid reporting requirements to staff, casual employees, visitors and students).</p>	<p>Staff will be informed of the First Aid Plan at a staff meeting and new staff inductions.</p> <p>The First Aid Plan is placed on the WHS noticeboard .</p> <p>First aid poster in classrooms.</p> <p>Visitor Safety briefing with summary.</p>	SAM	Ongoing
<p>Outline available workplace first aid equipment and systems and describe how usage is communicated within the workplace</p> <p>(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>Communicate First Aid Plan to staff at induction</p> <p>Summary poster placed throughout the school outlining how to access first aid, first aid officers and location of first aid equipment.</p>	Principal	At induction - 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	<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> <p>Review incident, injury and health condition data and conduct/update risk assessment.</p>	Principal/ SAM/First Aid Officer	/ annually
First aid kits	<p>Check First aid kit contents checklist and update as needed.</p> <p>Ensure EpiPen and asthma medication included in first aid kits</p>	SAM/First Aid Officer	Week 1 / each term
First aid facilities	<p>Ensure that area set aside for sick bay is well maintained, cleaned daily and contains a fully stocked first aid kit.</p> <p>Use the First aid facilities – schools checklist.</p> <p>Ensure infection control guidelines are followed, including waste disposal and bedding.</p>	Principal/ SAM/First Aid Officer	/ annually

Key points	List key points and actions required	Responsibility	Due date / frequency
Currency of staff training	Review First Aid, CPR, anaphylaxis, e-Anaphylaxis, e-Emergency Care training via SCOUT.	Principal/ SAM	/ annually
Add additional here, as required			

Reporting and documentation

Key points	List key points and actions required	Responsibility	Due date / frequency
<p>Describe steps on how record and reporting requirements will be met including:</p> <ul style="list-style-type: none"> Report incidents and injuries. Maintain Register of Injuries. Record first aid treatment. 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>	<p>Report injuries, illness and incidents to Principal ASAP.</p> <p>Contact the Incident Report and Support Hotline on 1800 811 523</p> <ul style="list-style-type: none"> Immediately for any notifiable incidents i.e. death, serious injury/illness or dangerous incident (even if not injured). As soon as practicable (within 24 hours) for all staff injuries and student injuries when further medical treatment, ambulance called, sent home or a WHS hazard was the cause of the injury that requires immediate support (form *below can be used for this notification instead of hotline call) <p>Complete the '*Register of Injuries for staff and Incident Notification form'. This is used for all workers including employees, contractors, subcontractors, apprentices, trainees or volunteer who are injured / require first aid treatment.</p> <p>Record of first aid treatment form completed, or recorded in hard copy for others.</p> <p>Administration of medication recorded by visiting schools</p>	<p>All staff and visitors</p>	<p>Ongoing as required</p>

Key points	List key points and actions required	Responsibility	Due date / frequency
	Retain records in accordance with State and general retention and disposal authority Retention information reference for school documents and records (nsw.gov.au)		