# 4.2.2 FIRST AID – Wentworthville PS

## Assessment of First Aid Requirements

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<thead>
<tr>
<th>Type of work performed</th>
<th>First Aid Plan (Controls) continued</th>
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<tbody>
<tr>
<td>Teaching in the Key Learning Areas</td>
<td><strong>Response procedures (continued)</strong></td>
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<tr>
<td>Conducting and supervising playground activities</td>
<td>The Principal to notify the parent/s (in the case of a student) next of kin or an emergency contact in the case of employees.</td>
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<tr>
<td>Conducting office duties</td>
<td>The Principal notifies the OHS Liaison Manager and OHS Directorate (if appropriate) and in the case of a DET “serious incident” must follow the procedures to report incidents.</td>
</tr>
<tr>
<td>General maintenance and related duties</td>
<td>Where an individual Health Care Plan exists, the procedures in the plan must be followed.</td>
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<tr>
<td>Supervising school excursions.</td>
<td>Note: only staff who are approved to administer medications can do so.</td>
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### Resources, equipment, machinery and other issues which may present hazards

- No Fixed equipment
- Portable equipment eg, lawn mowers, ladders, power tools, and PE equipment
- Playground surfaces - bitumen

### Types of injury/illness likely to be sustained

- Abrasions, cuts and lacerations
- Burns, insect/animal bites
- Sprains strains and crush injuries
- Allergic reactions and asthma

### Number and distribution of people across the school

| 400 students | 28 teachers |
| 3 office staff | 2 general assistants (PT) |
| 5 SLSOs |

### Size and layout of workplace

- 2.8 hectares of land with 7 permanent buildings, one which is partially two storey.
- 4 demountable buildings

### Location of school

The school is located near the Great Western Hwy & approximately 200m from a medical centre and 1.5km from the nearest hospital.

### FIRST AID Plan (Controls)

- All staff eEmergency Care trained.
- 3 members of staff who are holders of a current WorkCover approved first aid certificate.

- **James Sharp**
- **Rebecca Wilson**
- **Deb Henderson**

All staff are trained in eAnaphylaxis

Teachers supervising excursions and any water related activities are trained in cardio pulmonary resuscitation (CPR) and Emergency Care.

Asthma educators refresh staff knowledge and skills every 2 years.

### Response procedures

A first aid officer (James Sharp, Deb Henderson or Rebecca Wilson) is called immediately after an accident or incident has occurred.

The first aid officer attends to the injured person and coordinates ambulance and/or medical assistance as required.

### Sick Bay/kit requirements and management

- One sick bay with first aid kit A in Block F - main office building.
- One first aid kit in Block A & B, no further than 100m from each classroom.
- One first aid kit in each high risk area - GA's room and canteen.

Bandaids to be carried by each teacher on playground duty.

Portable first aid kits to be taken on all excursions.

A sign indicating where the sick bay, first aid officer and first aid kits are located is displayed in the staff rooms and in every classroom.

First aid officer to maintain first aid kits and backup supplies.

### First aid recording and reporting system

- Incident Notification 1800 811 523 is made by the injured worker as soon as practicable. Principal is notified.
- The administration of first aid is recorded in the Record of first aid treatment located in the main office.
- Register of medications is maintained by employees authorised to administer medications and kept in the main office.

### Communicating the first aid plan

The plan is placed on the noticeboard in each staff room and in the main office. It is communicated to all staff, students and workplace visitors.

### Timetable for monitoring and review procedures for first aid

The plan is to be reviewed annually with the input of staff and the OHS committee or OHS representative.

### Important contact numbers

- **Emergency 000**
- **Medical centre 8868 3800**
- **Hospital 9845 0000**
- **Poison Information Centre 131 126**