

FIRST AID PLAN - Ramsgate Public School

Assessment of first aid requirements	First aid plan (Controls) continued				
<p>Type of work performed</p> <p>Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions.</p> <p>Resources, equipment, machinery and other issues which may present hazards</p> <p>Fixed equipment-stoves and ovens, fridge. Portable equipment - lawn mower, ladders, power tools, and PE equipment. Chemicals used by staff. Playground surfaces.</p> <p>Types of injury or illness likely to be sustained</p> <p>Abrasions, cuts and lacerations. Burns, insect/animal bites. Sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.</p> <p>Number and distribution of people across the school</p> <table border="0"> <tr> <td>546 students</td> <td>40 teachers</td> </tr> <tr> <td>4 office staff</td> <td>1 general assistant</td> </tr> </table> <p>Size and layout of workplace</p> <p>Approximately 2 hectares of land with 9 buildings. Two of the buildings are two storey.</p> <p>Location of school</p> <p>The school is located near arterial roads and is approximately 1 km from a medical centre and 8 km from the nearest hospital.</p> <p>First aid plan (Controls)</p> <p>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 staff are to be trained in Emergency Care, especially staff in high risk curriculum areas such as TAS, science and visual arts. Teachers supervising excursions and any water-related activities are to be trained in Cardio-Pulmonary Resuscitation (CPR) & Emergency Care.</p>	546 students	40 teachers	4 office staff	1 general assistant	<p>Response procedures</p> <p>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 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 <i>Incident Reporting Policy (PD2007/0362)</i> and <i>Incident Reporting Procedures</i>. Where an individual Health Care Plan exists, the procedures in the plan must be followed.</p> <p>Sick bay and kit requirements and management</p> <p>The principal coordinates the following arrangements: One sick bay with appropriate signage and a first aid kit A in the main office building. One first aid kit in each classroom and/or building. A portable first aid kit for the teacher in charge of playground duty. Portable first aid kits to be taken on excursions. 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 rooms and in every classroom. A SASS member maintains the main first aid kit and its backup supplies.</p> <p>First aid recording and reporting system</p> <p>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 office. The register of medications is maintained by employees authorised to administer medications.</p> <p>Communicating the first aid plan</p> <p>The plan is placed on the noticeboard in the office and sick bay area. It is communicated to all staff, students and workplace visitors.</p> <p>Timetable for monitoring and review procedures for first aid</p> <p>The plan is to be reviewed annually with the input of staff and the WHS Committee.</p> <p>Important contact numbers Emergency 000 Medical Practice Ramsgate Beach: 9529 8399 Hospital Phone: 9113 1111 Poisons Information Centre 131 126</p>
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