



KINCUMBER HIGH SCHOOL First Aid Plan

Assessment of first aid requirements	First aid plan (Controls) continued
<p>Type of work performed Teaching in the key learning areas. Conducting and supervising playground activities. Conducting office duties. General maintenance and related duties. Supervising school excursions. Sporting & recreational activities.</p> <p>Resources, equipment, machinery and other issues which may present hazards. Fixed equipment eg band saws, stoves and ovens, Bunsen burner outlets and kilns. Portable equipment eg lawn mowers, ladders, power tools, science tools, food technology tools and PE equipment. Chemicals used in science and food technology. Playground surfaces. Animal care & maintenance.</p> <p>Types of injury or illness likely to be sustained Abrasions, cuts and lacerations. Burns, insect/animals bites. Sprains, strains and crush injuries. Asthma and anaphylactic reaction requiring an emergency response.</p> <p>Number and distribution of people across the school 990 students 65 teachers 11 administration staff and 5 f/t aides 1 general assistant 1 farm assistant</p>	<p>Response procedures A 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 or delegate 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 OHS Liaison Manager and OHS Directorate (if appropriate) and must follow the Department's Incident Reporting Policy (PD2007/0362) and Incident Reporting Procedures. Where an individual Health Care Plan exists, the procedures in the plan must be followed.</p> <p>Sick bay and kit requirements and management The SAM coordinates the following arrangements: sick bay with appropriate signage and a first aid kit in the main office. One first aid kit in each high risk area including TAS rooms, science labs, GA's room, visual arts rooms and in the school canteen. A portable first aid kit available in main office. 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. The SAM maintains the first aid kits and their backup supplies.</p>

Size and layout of workplace

11 acres of land with a number of adjoining buildings surrounding a central courtyard. There is a school farm on site.

Location of school

The school is located behind the Kincumber shopping centre, 1km from a medical centre and 3km from the nearest hospital.

First aid plan (Controls)

All of the PDHPE staff are trained first aid officers.

All first aid officers are the holder of a current Work Cover approved first aid certificate.

A first aid allowance is paid to school administrative support staff who undertake the first aid role as per the Crown Employees (school administrative and support staff) Award.

All school staff are trained in Emergency Care, on an annual basis.

Teachers supervising excursions and any water related activities are trained in Cardio-Pulmonary Resuscitation (CPR) & Emergency Care.

First aid recording and reporting system

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 main office. The register of medications is maintained by employees authorised to administer medications.

Communicating the first aid plan

The plan is placed on the noticeboard in each staff room, staff common 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 Gosford Hospital 4320 2111 Poisons Information Centre 131 126