FIRST AID PLAN – Ballina High School
This first aid plan has been developed in consultation with workers at Ballina High School and the WHS Committee.

Assessment of first aid requirements
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.

Resources, equipment, machinery and other issues which may present hazards
Fixed equipment e.g. band saws, stoves and ovens, bunsen burner outlets and kilns.
Portable equipment e.g. LARCs, dinghys, lawn mowers, ladders, power tools, science tools, food technology tools and PE equipment.
Chemicals used in science and food technology and cleaning.
Playground surfaces.

Types of injury or illness likely to be sustained
Abrasions, cuts and lacerations.
Burns, insect/animal bites.
Sprains, strains and crush injuries.
Anaphylactic or asthma reaction requiring an emergency response. This may include instances where an illness has not previously been diagnosed such as anaphylaxis. In an emergency all staff have a duty of care to respond.
Water / marine based incidents

Number and distribution of people across the school
500 students 43 teachers
8 office staff 8 SLSOs 1 general assistant 1 Aquaculture assistant

Size and layout of workplace
Two hectares of land with ten buildings. Seven of the buildings are two storeys.

Location of school
The school is surrounded by 4 roads and is approximately 200m from the nearest

First aid plan (Controls) continued
Response procedures
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 or administering an adrenaline autoinjector if a person is showing symptoms of anaphylaxis. The first aid officer is called immediately after an accident or incident has occurred. (The school should have appropriate communication procedures in place).
The first aid officer attends to the injured person. The first aid officer coordinates medical assistance and emergency services, as required. If calling an ambulance keep in line of sight with the student if possible.
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 Incident Reporting Policy (PD2007/0362) and Incident Reporting Procedures.
Where an individual Health Care Plan exists, the procedures in the plan must be followed.

Sick bay and kit requirements and management
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 building, no further than 100m from each classroom.
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 for the teacher in charge of playground duty.
Portable first aid kits to be taken on
hospital.

First aid plan (Controls)
2 identified first aid kits at the school have a general use adrenaline auto injector. All staff are aware of the location of these kits. One first aid officer and a backup first aid officers 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.

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.
The first aid officer maintains the main first aid kit and its backup supplies.

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 sick bay.
The register of medications is maintained by employees