

[School Crest and Name]

**First Aid Plan<sup>1</sup>**

**Assessment of First Aid requirements**

**Type of activities undertaken/work performed**

Examples: teaching, playground duties, excursions, Duke of Edinburgh, sport, maintenance.

**Resources, equipment, machinery etc which may present hazards**

**Types of injuries/illnesses that may be sustained, including: asthma, anaphylactic reaction**

**Number and distribution of persons across the school/activities**

**Size and layout of school**

Attach a school map

**Location of school**

Distance from /closeness to medical services and hospital

**First Aid controls**

**First Aid plan**

First Aid kit requirements and maintenance arrangements, First Aid Officer (and “back-up”), First Aid Room (or Sick Bay), staff trained in Basic First Aid and CPR (which positions and why), playground arrangements, excursion arrangements (example: portable First Aid kit, supervising teachers’ level of First Aid training), sport arrangements.

**First Aid response procedures**

Actions to be taken: when, by whom, and how?

**First Aid Room (or Sick Bay) requests and management**

location, supervision

**First Aid recording and reporting procedures**

Register of Injuries – location, responsibility;  
Record of First Aid Treatment – location, responsibility;  
Medications Administration Register – location, responsibility

**Review of plan**

Completed annually by [Position Title] in Term [Number] each year.

**Important contact numbers**

Emergency: 000 (or 112 on a mobile phone)

First Aid Officer:

Doctor:

Hospital:

Dentist:

Local Police:

ChemWatch: 1800 039 008 (emergency line)

NSW Poisons Information Centre: 131 126

Alcohol and Drug Information Service: 9361 8000

WorkCover NSW: 131 050

Others, as appropriate

<sup>1</sup> First Aid Guidelines NSW DET (V3 01/07/08)