Appendix A    Template First Aid Plan

[School Crest and Name]

First Aid Plan

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

First Aid Guidelines  NSW DET (V3 01/07/08)