



Work Health and Safety

February 2019

SAFE, HEALTHY AND PRODUCTIVE WORKPLACES STRATEGY:

JANUARY 2016 - DECEMBER 2018

The NSW Department of Education (the Department) has demonstrated its commitment to provide a safe working and learning environment through delivery of the *Safe Working and Learning 2009-2015 strategy*.

The *Safe, Healthy and Productive Workplaces Strategy: January 2016 to December 2018* (the Strategy), articulates the Department's commitment to delivering sustainable, continuous improvement in safety for our employees, students and communities. The Strategy outlines key focus areas and outcomes to be achieved over the next three years.

The Strategy will deliver sustainable, continuous improvement in the Department's health and safety performance by:

- continuing to build a strong foundation of leadership, accountability and capability across all workplaces;
- providing quality, timely services and advice to support workplaces maintain safe, healthy and productive environments;
- working collaboratively with internal and external stakeholders to identify, develop and implement best practice solutions in a timely and cost effective manner; and
- continuously increasing the overall service, infrastructure and resources that support work health and safety practices.

To ensure that the Strategy is implemented effectively, the Department will:

- develop, manage and deliver key projects based on workplace priorities;
- identify and implement a variety of communication and delivery methodologies to meet customer needs and expectations;
- work collaboratively and in partnership with stakeholders including other government agencies and external providers;
- consider different environments within the Department and their needs; and
- capture and analyse data and evidence to foster a continuous improvement and safety culture.

The focus of the Strategy is on supporting schools and other departmental workplaces, including state office or corporate environments, to provide a safe working and learning environment. Directorates and portfolios have responsibilities for working together to achieve this goal and each area is responsible for leading different aspects of the Strategy. An annual evaluation against the strategic targets will be conducted and reported to the Health Safety Steering Committee.

About the NSW Department of Education *Safe, Healthy and Productive Workplaces Strategy*

This Strategy is a three year plan to guide the Department to achieve continuous, sustainable improvement in the Department's health, safety and wellbeing performance.

The Strategy is in place from 1 January 2016 to 31 December 2018 and has been developed with consideration given to the Department's Strategic Plan 2013-2017 and related strategies, including:

- *Connected Communities;*
- *Rural and Remote Education Blueprint for Action;*
- *Local Schools, Local Decisions;* and
- *Great Teaching, Inspired Learning.*

The Strategy also incorporates the directions taken in the NSW government's draft *Health, Safety and Recovery at Work 2021* initiative (due to be released in 2016) and is consistent with the national *Australian Work Health and Safety Strategy 2012-2022*.

The cooperation of all employees in implementing this Strategy will ensure its success. Consistent with responsibilities under the Work Health and Safety legislation, employees at all levels of the organisation have a responsibility for the safety and wellbeing of their colleagues, students and themselves. Through this cooperation, the Department can significantly build upon the existing culture of safety in its schools and other departmental workplaces, including state office or corporate environments.



The Strategy is made up of five focus areas:



**Leadership,
Accountability and
Culture Management**



**Quality Delivery
and Support**



**Identify, Manage
and Prevent**



**Building
Foundation Skills**



Collaboration

These areas provide a focus for the Department in managing its health, safety and wellbeing program. A review of the Department's progress, against the intended outcomes, will be undertaken annually, ensuring accountability and providing a clear and transparent picture of progress.

SAFETY VALUES

Departmental safety values

The Department's core safety values are central to what we do. They affirm the Department's commitment to providing safe and healthy workplaces for our employees, students and communities. These values are integral to the Strategy.

A strong culture where health, safety and wellbeing is valued can only be achieved with the participation and cooperation of all employees and others undertaking work, such as volunteers and contractors, in adopting these core safety values and applying them in the workplace. Leading safety in this way will underpin safe behaviour and influence actions and decisions across the Department.

The Department's safety values are:

- that people are its most valuable asset and is committed to do what is reasonably practicable to ensure the health, safety and wellbeing of everyone in the workplace;
- to strive to provide safe working and learning environments where all work-related injuries, illnesses and health conditions can be prevented, and an incident-free working and learning environment is vigorously pursued;
- that everyone is responsible and accountable for their own safety and that of others;
- that communication, consultation and cooperation are central to working together for safer workplaces;
- to strive to provide a safe working and learning environment where employees with an injury, illness or health condition will make a timely, safe and durable return to work with organisational support where reasonably practicable; and
- to achieve a safer and healthier workplace through a systematic approach to safety management.



Work Health and Safety (WHS) Policy Summary

This is a summary of the WHS Policy. A full version of the policy is available on the intranet and internet under Policies.

OVERVIEW OF POLICY STATEMENT

The NSW Department of Education (DoE) believes the provision of a safe working and learning environment for all is integral and essential to providing public education and other community services.

The Department is committed to:

- providing everyone in its workplaces with a safe and healthy working and learning environment
- promoting dignity and respect and taking action to prevent and respond to bullying
- adopting a preventative and strategic approach to health and safety and monitoring performance
- supporting and promoting health and wellbeing
- providing return to work programs to facilitate safe and durable return to work for employees for both work related and non-work related health conditions
- meaningful consultation with employees, their representatives and others on WHS issues
- providing appropriate information, training and instruction to facilitate safe and productive working and learning environments
- providing an effective and accessible safety management system for all employees and others to guide safe working and learning in all workplaces
- the reporting of incidents so that action can be taken to manage the incident, prevent further incidents, and provide support where required
- Providing a program of continuous improvement

OVERVIEW OF APPLICABILITY AND CONTEXT

The policy applies to everyone in its workplaces. The Department is able to provide safe workplaces through the provision of procedures, guidelines and other resources.

Everyone in the Department's workplaces has a responsibility for health and safety under the Work Health and Safety Act 2011, with the Department having the primary duty of care.

RESPONSIBILITIES - SECRETARY

To ensure, so far as is reasonably practicable, the health and safety of everyone in departmental workplaces, by ensuring that appropriate systems are in place, responsibilities are appropriately defined and managers and supervisors receive the training and resources they need to carry out their WHS responsibilities.

RESPONSIBILITIES - SENIOR EXECUTIVE DEEMED TO BE OFFICERS UNDER THE WHS ACT 2011

have a positive duty of care to exercise due diligence, as defined in Section 27(5) of the Act, in ensuring that the Department complies with its duty under the legislation.

RESPONSIBILITIES – SENIOR MANAGERS AND WORKPLACE MANAGERS ARE TO TAKE ACTION TO ENSURE

- this policy is implemented
- safe systems of work and WHS procedures and guidelines are implemented, risks are managed so far as is reasonably practicable and that they strive for continuous safety improvement
- employees and others undertaking work are supervised and receive the instruction, information and training necessary to safely perform their duties
- meaningful consultation takes place with employees, their representatives and others on WHS issues
- workplace incidents are reported and investigated and appropriate action is taken to prevent further incidents
- effective emergency response plans and procedures are in place
- audit and other compliance requirements are complied with
- employees with injury or illness are managed in accordance with the DoE Return to Work Program and other relevant guidelines.

Where workplace managers are unable to ensure any of these provisions they should escalate them for appropriate action and support.

RESPONSIBILITIES – EMPLOYEES AND OTHERS UNDERTAKING WORK ARE TO:

- take reasonable care for the health and safety of themselves and those under their supervision, and that their acts or omissions do not adversely affect the health and safety of others
- comply with any reasonable instruction or lawful direction as far as they are reasonably able
- cooperate in following DoE health and safety guidelines and procedures
- report incidents and hazards, and participate in training and consultation with DoE support
- meet their obligations to support their return to the workplace following any injury or illness.

RESPONSIBILITIES – STUDENTS AND VISITORS ARE TO:

- take reasonable care of their own health and safety, and that their acts or omissions do not adversely affect the health and safety of others
- report health and safety issues and participate in consultation in work health and safety matters affecting them
- follow local procedures in relation to work health and safety.

CONTACT YOUR WORK HEALTH AND SAFETY TEAM FOR INFORMATION AND ADVICE TO REPORT AN INCIDENT OR INJURY OR IF YOU HAVE A GENERAL WHS ENQUIRY PLEASE CALL

1800 811 523

OR VISIT THE H&S WEBSITE AT
<https://education.nsw.gov.au/inside-the-department/health-and-safety/>

Michele Bruges
 Secretary

ROLES & RESPONSIBILITIES

NSW Department of Education

The NSW Department of Education is committed to the provision of a safe working and learning environment for all.

Senior executives of the Department deemed to be Officers under the *WHS Act 2011* have a positive duty of care to exercise due diligence, in ensuring that the Department complies with its duty under the legislation.

The Department demonstrates its responsibilities under the Act by:

Incorporating health and safety obligations in its strategic plans and operations

Monitoring safety performance and identifying areas for improvement

Assigning responsibilities and accountability for health and safety

Developing appropriate resources and mandating training courses to support health and safety

Developing clear policies and procedures which outline health and safety roles and responsibilities and provide practical guidance

Implementing systems and processes to eliminate or minimise risks as far as is reasonably practicable

Principals and Workplace Managers

Principals and workplace managers have a responsibility to demonstrate good safety leadership in the workplace.

Principals and workplace managers have responsibility for work health and safety at the workplace level. They take action to ensure that the Department's policies, guidelines and support tools are implemented and integrated into work practices to achieve safe working and learning environments for staff, students and visitors.

The Department's WHS Management Program provides a framework for principals and workplace managers to deliver a planned and coordinated approach to workplace health and safety.

The program promotes a consultative approach to workplace safety and all staff are encouraged to participate in health and safety initiatives, risk assessments and other safety activities in their workplace.

ROLES & RESPONSIBILITIES

Employees and others undertaking work

As an employee of the Department you have an obligation to comply with any reasonable instruction or lawful direction given to you by your principal or workplace manager as far as you are reasonably able to.

You are also required to take reasonable care for the health and safety of yourself and those under your supervision, and take reasonable care that your acts or omissions do not adversely affect the health and safety of others.

You are encouraged to actively participate in consultation on health and safety matters in your workplace.

Below are examples of how you can meet your health and safety obligations on a day to day basis:

Follow departmental policies and procedures

Participate in risk management practices in the workplace

Report incidents, hazards and near misses

Actively participate in training and consultation in the workplace

Comply with the Department's Return to Work Program and other guidelines to support your return to the workplace following injury or illness

Reporting WHS Incidents, Injuries, Hazards and Near Misses

To report an incident or injury, free call 1800 811 523
Monday - Friday, 8am-5pm

All incidents, including those in the workplace and those occurring during off site activities and program such as excursions, are to be reported.

Prompt reporting of incidents enables early intervention, effective management and support where required. It also ensures that legislative requirements are met, and prevents reoccurrences of the incident in the workplace and across the organisation.

WHS hazards, near misses, incidents and workplace injuries must be reported to the Incident Report and Support Hotline on 1800 811 523 as soon as possible, but within 24 hours in accordance with the Department's [Incident Reporting Policy](#).
(intranet only)

Don't forget you can also use the Incident Report and Support Hotline to obtain general work health and safety advice or to speak to one of our consultants.

ROLES & RESPONSIBILITIES

To keep you safe at work, there are four key areas you need to have an understanding of.

Being safe at work

This area covers the key work health and safety systems and processes that you need to be aware of.

WHS obligations and responsibilities

This area covers the different levels of obligations and responsibilities under the WHS legislation and responsibilities for managing safety across the Department.

Health and Safety Directorate's role

This area explains the Directorate's structure and key functions.

WHS support services available

This area covers work health and safety information, tools and support available to you.


CALL THE INCIDENT REPORT AND SUPPORT HOTLINE ON

1800 811 523





Report all incidents including:


- Matters involving police or emergency services
- Injuries sustained in the workplace
- Notifiable incidents as defined by SafeWork NSW
- WHS incidents where no injury was sustained for staff
- Incidents where an ambulance has been called for staff and/or students
- Incidents that happen on a school excursion and offsite school related activities
- Non-work related health conditions that require return to work support
- Workplace hazards

 FOR ADVICE AND SUPPORT ON MATTERS INVOLVING POLICE OR EMERGENCY SERVICES

 FOR HELP WITH THE E-SAFETY SYSTEM

 REGISTER FOR HEALTH AND SAFETY TRAINING

 TO SEEK HEALTH AND SAFETY ADVICE

 TO CONNECT WITH THE CASE MANAGEMENT AND SPECIALIST SUPPORT UNIT

**Your quick guide to
the Incident Report and
Support Hotline**
Health and Safety Directorate



1800 811 523

Choose from the following options

Select 1	Police or emergency matters
Select 2	Report an injury or illness
Select 3	Report an incident, near miss or hazard/s
Select 4	e-Safety or Health and Safety training
Select 5	Case Management and Specialist Support Unit
Select 6	All other enquiries

Employee Assistance Program Health and Safety Directorate



The Employee Assistance Program (EAP) is an independent, confidential and free professional counselling service provided by the department to support the health and wellbeing of its employees and their immediate family members.

What can this service be used for?

EAP can be used for personal or work-related problems. Personal concerns may include:

- bereavement, grief and loss
- relationship and family related difficulties
- emotional and stress related concerns
- assistance with legal and financial referrals
- mental health concerns
- managing other health related issues
- advice and assistance relating to gambling,
- substance dependency/addictions
- a breakdown of communication with family or friends

Work related concerns may include:

- managing job demands and pressure
- workplace conflict and interpersonal difficulties
- retrenchment, retirement or career transition
- managing work teams
- workplace harassment, discrimination or bullying
- career planning and management
- balancing work and personal life

What services are available?

- Counselling: face-to-face, telephone, via video or online. The toll-free hotline is available 24 hours a day, 7 days a week, 365 days a year. Face-to-face, video and online counselling is available Monday to Friday 7:30am to 10pm.
- A coaching, development and support service for managers.
- Post incident support services.
- Conflict resolution and mediation.

Services are provided by registered psychologists and social workers. In addition, the following services and resources are available through www.benestar.com

- Information in relation to health and wellbeing
- Self-assessment tools
- Online counselling

To access these services, go to www.benestar.com and enter in the following details to create your own confidential account:

Organisation Name: NSWED
Organisation Token: NSWED
Organisation Password: NSWED

Who is eligible?

- Permanent and long-term temporary employees
- Immediate family members of eligible employees

How often can I use EAP?

Those eligible may have up to 3 hours of free counselling sessions in any consecutive 2 year calendar period. If longer term support is required it is recommended you consult with your GP, who may refer you to an appropriate treating practitioner or organisation for specific and ongoing treatment.

What do I need to do to access services?

1. Check that you or the employee on whose behalf you are making the referral, are eligible to participate in the EAP.
2. Telephone the EAP provider to arrange a counselling session. There is no need to tell anyone or ask for approval.
3. Make an appointment (for personal issues, this should be outside of work hours).
4. Provide your employee number for verification purposes (this does not affect the confidentiality of the service provided to you). Your details will not appear on any in any invoice sent to the department for payment.

Enquiries and appointments: Please contact the department's EAP service provider on 1300 360 364

Further Information

For all general work health and safety advice contact your local [HS team](#) or you can call the Incident Report and Support Hotline on 1800 811 623

The Hills School Consultation Statement

Commitment:

The Hills School is committed to protecting the health, safety and welfare of all members of the school community when on our school site, and/or supporting or engaging in a school activity. Our school will consult with its employees in implementing safety practices and systems that will endeavour to protect the health, safety and welfare of our employees.

Work Health and Safety Committee:

The Work Health and Safety (WHS) committee consists of 6 members (5 employees and one employer representative – the Principal). The size of the committee was agreed to as part of the consultation process. The employee members of the Work Health and Safety committee are Work Health and Safety representatives elected by the employees from the following groups:

1. Executive staff
2. Teaching staff
3. SASS staff

All are elected annually in accordance with procedures agreed between the Principal and the employees.

The Work Health and Safety employee representatives elected by the employees are:

- Patricia Smith – Teacher
- Melissa O'Brien – SLSO – First Aid Officer
- Leanne Armstrong – SLSO
- Elisha Obsjoma – Teacher
- Caroline Cass – Relieving Assistant Principal
- Peter Gurrier-Jones – Principal

The Work Health and Safety committee will assist with the development and monitoring of safe work practices and systems. The committee will discuss issues that affect the health, safety and welfare of the school community at The Hills School. The school shall respond to Work Health and Safety committee recommendations within a timeframe agreed by the committee and set according to the particular issue and its complexity, or refer the matter(s) to the Region or School Education Area.

How employees will be consulted about Work Health and Safety

The Hills School and Work Health and Safety Committee recognise that Work Health and Safety within the school is everyone's responsibility and as such the Work Health and Safety committee have formulated structures to allow for the employer and the employee or the Work Health and Safety committee to raise and identify issues.

1. **Discuss Work Health and Safety at weekly team meetings.**
2. **Information tabled Work Health and Safety meeting for action**
3. **Identification of risk management hazards**
4. **Feedback to relevant staff member**

Establishment of Consultation Arrangements

The Hills School discussed establishing the consultative arrangements with its employees in 2000. At an information session with employees it was agreed to set the size of the Work Health and Safety committee at one employer executive and four staff representatives.

Review of Consultation Arrangements

It has been agreed by both the Principal and employees that these consultative arrangements will be maintained on an ongoing basis to ensure that consultation with all employees is effective and that all health and safety issues are addressed.

Peter Gurrier-Jones
Principal

WHS COMMITTEE 2019

The Work Health and Safety employee representatives elected by the employees in 2019 are:

- Leanne Armstrong - SLSO
- Caroline Cass – Relieving Assistant Principal
- Melissa O’Brien - SLSO
- Elisha Obsioma – Teacher
- Patricia Smith - Teacher

The employer’s representative is Peter Gurrier-Jones – Principal.

FIRST AID OFFICERS



First Aid Officer

**Anne
French**



First Aid Officer

**Liz
Oppel**



First Aid Officer

**Mel
O'Brien**

FIRST AID PLAN

First Aid Plan The Hills School

This First Aid Plan details the strategies in place to ensure appropriate provision of first aid Arrangements relative to our workplace requirements as per the [First Aid Procedures](#).

School/Workplace: The Hills School

Date: 19/02/2019

Date of Next Review: 19/02/2020

Overview	
Key points	List key points
<p>List the type of work and activities conducted e.g. teaching, sport and outdoor activities, excursions, onsite and offsite, etc.</p>	<ul style="list-style-type: none"> * Teaching and key learning areas for students with complex physical and intellectual disabilities. * Conducting and supervising playground activities * Conducting office duties * General maintenance and related duties * Supervising school excursions and community access
<p>Describe the size and layout of workplace e.g. size of the site, number of buildings/storeys, split or single site etc.</p>	<ul style="list-style-type: none"> * Approximately 5 acres of land. * Buildings are all brick and single storey: Block A (Administration), Block B (Hall), Block C (Classroom, Staffroom and Canteen), Block D (Classroom and Living Skills Room), Block E (Learning Common), Block F (GA Room), Block G (Classrooms), Block H (Classrooms), Block I (Classrooms), Block J (Bus Garage), Block L (Classrooms), Block M (Classrooms), Block N (Classrooms) and Block O (Classrooms). * Additionally, Building Block P (Hydro-therapy Pool) is brick and Colorbond, the Men's shed is a pier mounted stand-alone structure with cladding walls.
<p>Describe the location of workplace e.g. major road, regional, access requirements, distance/time from medical support</p>	<p>The school is situated in the middle of a residential area with a sporting oval and reserve on one boundary. There is security fencing around the school perimeter. There are two sets of double gates at the front of the school, a pedestrian gate at the top NE corner or back end of the school and a pedestrian gate onto public ovals at the Southern or bottom end of the school. Wheelchair access to the site is provided throughout the school. The school is all access for wheelchairs.</p> <p>The school is located approximately 5.9km from Westmead Children's Hospital and 1.4km from Twinkle Medical Centre 16/2-6 Campbell Street, Northmead.</p>
<p>List the number and distribution of employees e.g. staff, students, visitors, etc.</p>	<p>111 students, 61 staff and 45 volunteers across the week.</p>
<p>Describe the hours of operation e.g. 8:30 am to 3:30 pm (include both school and outside of school considerations, vacation periods, etc.)</p>	<p>8:30 am to 3:30 pm during school terms.</p>

The complete First Aid Plan can be found on the WHS Board and also at:
T:\Staff Information\WHS\First Aid Folder\2019\First Aid Plan 2019

HEALTH CARE PLAN CHECKLIST

The Hills School

Mary Street, Northmead NSW 2152

Telephone: 9639 7334, 9639 8448, Fax 9686 3471

Email: thehills-s.school@det.nsw.edu.au

www.thehills-s.schools.nsw.edu.au



THE HILLS SCHOOL HEALTH CARE PACKAGE

The process when arranging support for students with health issues

- The **parent/carer** advises the school that their child has a medical condition.
- The **class teacher** provides a letter to parents incorporating a request form (To be completed on a yearly basis)
- The **parent/carer** completes the form on the basis of information provided by the child's medical practitioner.
- For new cases the **Principal** considers the request contained in the completed form.
- The **Principal** consults with **staff**. The **Principal** then determines whether the request can be met by procedures already in place at the school.
- A letter of confirmation is sent by the **class teacher** to the parent/carer (only required with new medication/conditions)
- Where there is a need for more information (i.e. seizures, allergies, tube feeding, behaviour) the **class teacher** will develop an individual health care plan for the student. The student's individual health care plan will be reviewed and updated on a yearly basis.
- When completed the **class teacher** sends the individual health care plan to the parents to be agreed upon and signed.
- When the individual health care plan is signed by the parents/carers the **class teacher** can implement the plan. A copy of the health care plan is to be displayed in the classroom and filed under T:\Teacher\HEALTH CARE PLANS (completed).

INDIVIDUAL HEALTH CARE PLANS

(Insert Student's
Photo Here)

The Hills School
Mary Street, Northmead NSW 2152
Telephone: 9639 7334, 9639 8448, Fax 9686 3471
Email: thehills-s.school@det.nsw.edu.au
www.thehills-s.schools.nsw.edu.au



INDIVIDUAL HEALTH CARE ACTION PLAN

STUDENT:		DATE DEVELOPED:	
HEALTH CARE ISSUE/PROCEDURE	DETAILS OF ACTION REQUIRED	PERSONS RESPONSIBLE AT SCHOOL <small>(please include staff's phone extension/s)</small>	EMERGENCY PROCEDURES ARRANGEMENT/S
			<ul style="list-style-type: none"> * Class staff to contact executive staff. (Peter ext. 100; Neale ext. 116; Admin staff ext. 101, 118 or 134 to contact executive staff) * Executive staff to contact ambulance on 000. * Executives to contact parents/carers

I agree to this individual health care action plan for

(Parent/Carer's name) (Child's name)

Signature: Date: Principal's signature:

Please ensure you are using the 2019 format for your student's Individual Health Care Action Plans

ASTHMA & ANAPHYLAXIS - ACTION PLANS

ascia Allergic Reactions and Anaphylaxis Centre
www.allergy.org.au

ACTION PLAN FOR Anaphylaxis

For use with adrenaline (epinephrine) autoinjectors

Name: _____
Date of birth: _____

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

- For insect allergy - flick out sting if visible
- For tick allergy seek medical help or freeze tick and let it drop off
- For tick allergy stay with person and call for help
- Locate adrenaline autoinjector
- Give other medications (if prescribed)
- Phone family/emergency contact

Confirmed allergies: _____

Family/emergency contact names: _____

Work Ph: _____
Home Ph: _____
Mobile Ph: _____
Plan prepared by medical or nurse practitioner: _____

I have had asthma medications specified on this plan to be administered according to the plan. Signed: _____

I have had asthma medications specified on this plan to be administered according to the plan. Signed: _____

Date: _____
Action Plan due for review - date: _____

How to give EpiPen® adrenaline (epinephrine) autoinjectors

1. Lay person flat - do NOT allow them to stand or walk

- If unconscious, place in recovery position
- If breathing is difficult allow them to sit

2. Give adrenaline autoinjector

3. Phone ambulance - 000 (AU) or 111 (NZ)

4. Phone family/emergency contact

5. Further adrenaline doses may be given if no response after 5 minutes

6. Transfer person to hospital for at least 4 hours of observation

If in doubt give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

Asthma reliever medication prescribed: _____

If adrenaline is accidentally injected (e.g. into a thumb) phone your local poisons information centre

Continue to follow this action plan for the person with the allergic reaction.

© ASCIA 2018

ascia Allergic Reactions and Anaphylaxis Centre
www.allergy.org.au

ACTION PLAN FOR Anaphylaxis

For use with adrenaline (epinephrine) autoinjectors - refer to the device label for instructions

Instructions are also on the ASCIA website www.allergy.org.au/ascia/iaia

Name: _____
Date of birth: _____

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
- Hives or welts
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- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

ACTION FOR MILD TO MODERATE ALLERGIC REACTION

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- Give other medications (if prescribed)
- Phone family/emergency contact

Confirmed allergies: _____

Family/emergency contact names: _____

Work Ph: _____
Home Ph: _____
Mobile Ph: _____
Plan prepared by medical or nurse practitioner: _____

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Date: _____
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Continue to follow this action plan for the person with the allergic reaction.

© ASCIA 2018

ascia Allergic Reactions and Anaphylaxis Centre
www.allergy.org.au

ACTION PLAN FOR Allergic Reactions

Name: _____
Date of birth: _____

SIGNS OF MILD TO MODERATE ALLERGIC REACTION

- Swelling of lips, face, eyes
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Confirmed allergies: _____

Family/emergency contact names: _____

Work Ph: _____
Home Ph: _____
Mobile Ph: _____
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How to give EpiPen® adrenaline (epinephrine) autoinjectors

1. Lay person flat - do NOT allow them to stand or walk

- If unconscious, place in recovery position
- If breathing is difficult allow them to sit

2. Give adrenaline (epinephrine) autoinjector if available

3. Phone ambulance - 000 (AU) or 111 (NZ)

4. Phone family/emergency contact

5. Transfer person to hospital for at least 4 hours of observation

If in doubt give adrenaline autoinjector

Commence CPR at any time if person is unresponsive and not breathing normally

ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has SUDDEN BREATHING DIFFICULTY (including wheeze, persistent cough or hoarse voice) even if there are no skin symptoms

Asthma reliever medication prescribed: _____

If adrenaline is accidentally injected (e.g. into a thumb) phone your local poisons information centre

Continue to follow this action plan for the person with the allergic reaction.

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ASCIA Anaphylaxis Action Plan - EpiPen

ASCIA Anaphylaxis Action Plan - General Use

ASCIA Allergic reactions Action Plan

Asthma care plan for education and care services

CONFIDENTIAL: Staff are trained in asthma first aid (see overview) and can provide routine asthma medication as authorized in this care plan by the treating doctor. Please advise staff in writing of any changes to this plan.

To be completed by the treating doctor and parent/guardian, for supervising staff and emergency medical personnel.

PLEASE PRINT CLEARLY

Student's name: _____ Date of birth: _____

Managing an asthma attack
Staff are trained in asthma first aid (see overview). Please write down anything different the student might need if they have an asthma attack:

Daily asthma management

This student's usual asthma signs: _____ Frequency and severity: _____ Known triggers for this student's asthma (eg exercise*, colds/flu, pollen - please be detailed): _____

Cough Day/night cough

Wheeze Frequently more than 1 x per year

Difficulty breathing Occasionally (less than 1 x per year)

Other (please describe): _____ Other (please describe): _____

Does this student usually tell an adult if she is having trouble breathing? Yes No

Does this student need help to take asthma medication? Yes No

Does this student use a mask with a spacer? Yes No

*Does the student need a blue reliever puffer medication before exercise? Yes No

Medication plan

If the student needs asthma medication, please detail below and make sure the medication and spacer/mask are supplied to staff.

Name of medication and colour	Dose/number of puffs	Time required

Doctor: _____
Name: _____
Address: _____
Signature: _____ Date: _____

Parent/guardian: _____
Name: _____
Address: _____
Signature: _____ Date: _____

Emergency contact information: _____
Contact: _____
Phone: _____
Signature: _____ Date: _____

Asthma Australia
www.asthmaaustralia.org.au | 1800 ASTHMA Helpline 1800 224 224

Asthma First Aid

- Sit the person upright**
 - Be calm and reassuring
 - Do not leave them alone
- Give 4 separate puffs of blue/grey reliever puffer**
 - Shake puffer
 - Put 1 puff into spacer
 - Take 4 breaths from spacer

Repeat until 4 puffs have been taken
Remember: **Shake, 1 puff, 4 breaths**
Or give 2 separate doses of a blue/grey inhaler (e.g. 6 puffs) or a Symbric inhaler (over 12)
- Wait 4 minutes**
 - If there is no improvement, give 4 more separate puffs of blue/grey reliever as above
 - Or give 1 more dose of (blue/grey or Symbric) inhaler
- If there is still no improvement call emergency assistance - Dial Triple Zero (000)**
 - Say 'ambulance' and that someone is having an asthma attack
 - Keep giving 4 separate puffs every 4 minutes until emergency assistance arrives
 - Or give 1 dose of a (blue/grey or Symbric) every 4 minutes - up to 3 more doses of Symbric

Call emergency assistance immediately - Dial Triple Zero (000)

- If the person is not breathing
- If the person's asthma suddenly becomes worse or is not improving
- If the person is having an asthma attack and a reliever is not available
- If you are not sure if it's asthma
- If the person is known to have Anaphylaxis - follow their Anaphylaxis Action Plan, then give Asthma First Aid

Blue/grey reliever medication is unlikely to harm, even if the person does not have asthma

Asthma Action Plan

Asthma Action Plan

MANDATORY PROFESSIONAL LEARNING



All staff are responsible for ensuring that they have completed the mandatory DoE training. Online training modules and face-to-face training are required to be re-completed according to a specific timeframe.

***Anaphylaxis e-learning (APTSs) Essential** – to be completed every two years (found in the 'Health and Safety – e-Safety' area of the portal)

***e-Emergency care (APTSs)** – to be completed every three years (found in the 'Health and Safety – e-Safety' area of the portal)

***Mandatory Child Protection Training (2019)** – to be completed every year (found through MyPL on the portal)

Site Requirement:

Prescribed Medication Administration

Please ensure that the above course are completed and up-to-date in accordance with the timeframe. If you are completing any of the courses, please print three copies of the certificates. One copy for yourself and two copies for the office.

WORKING ALONE AT SCHOOL

The safety of all staff is paramount to operations at The Hills School. Work health and safety is an important consideration for anyone working alone or in isolation. The implementation of risk management procedures and communication between all parties is imperative in addressing the health and safety risks associated with working alone. In order to keep all staff safe whilst onsite at The Hills School in addition to our '*Risk Management Plan – Working Alone*' the following summary outlines procedures for start of day, end of day and school holidays.

START OF DAY:

- Access is available to the school from 5.30am (when cleaners arrive)
- The General Assistant (GA) is onsite from 7.30am each day

END OF DAY:

- If you re-enter your room any time after 3.00pm please ensure you lock it upon exit
- Cleaners commence locking the school site from 5.50pm each day
- All staff will need to be offsite from 5.45pm to safeguard any staff member from being locked in

SCHOOL HOLIDAYS:

- A schedule of days that the GA and cleaners are onsite during school holidays is provided to staff in the last week of each term
- A 'text in' and 'text out' system of communication has been established between staff and the principal/deputy principal

MANAGING EXPOSURE TO ALLERGENS IN THE WORKPLACE

Risk Management Plan - Managing exposure to Allergens in the Workplace

Health and Safety Directorate

Name of workplace: The Hills School, Northmead		Name of workplace manager: Peter Gurrier-Jones				
Risk assessment focus: Managing exposure to Allergens in the Workplace						
Location/activity	Hazard identification type/causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
Canteen : Food Allergy	Canteen sells produce containing allergy trigger food such as peanuts, tree nuts (walnuts, almonds, cashews, pistachios or pecans), fish and shellfish, eggs, milk sesame or soy	Nil	1	<p>Canteen will not supply food items that contain peanuts or are peanut products.</p> <p>Class staff always attend canteen with students from their class. Students never attend alone.</p> <p>Where food is prepared on site, clearly label food items on the menu and at point of sale as appropriate.</p> <p>Provide a list of students and what they are allergic to for the canteen staff.</p> <p>Provide nutritious substitute non allergic food.</p> <p>Place a copy of the student's ASCIA Action Plan for Anaphylaxis (the emergency response plan) on the wall of the canteen out of sight of students.</p> <p>Prevent cross-contamination during handling, preparation and serving of food eg: Thorough hand washing before and after handling food, careful cleaning of food preparation areas – bench top areas and utensils before and after use or prepare particular foods in a separate area.</p>	<p>Canteen Manager</p> <p>Class teacher</p> <p>Canteen Manager</p> <p>Principal</p> <p>Principal</p> <p>Principal</p> <p>Canteen Manager</p>	<p>Immediate</p> <p>Ongoing</p> <p>Immediate</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

The complete First Aid Plan can be found on the WHS Board and also at:
T:\Staff Information\WHS\Risk Management Plans\2019>Allergies & Anaphylaxis

EXCURSION CHECKLIST

Excursion Checklist

Pre planning	
	For a one off excursion check the school calendar to see if there is a whole school event
	For regular excursions ensure that you have recorded your availability at the beginning of the term.
	Complete risk assessment Visit the venue /site prior to preparing the risk assessment Check with the venue for their copy risk assessment
	Negotiate the cost of the excursion to attend the venue
	Add the cost of the use of the school bus to the final total Check The Hills School P&C Bus Fare Price Map
	Complete the educational outcomes on the permission note.
	Check to see availability of bus and driver – see the Deputy Principal
	Ensure you have approval to use the school buses
	Complete permission note
	Consider whether an additional note is required to provide parents with more detailed information about the excursion i.e. additional information about the excursion, additional food requirements.
	1 to 2 weeks prior to the excursion present permission note, risk assessment and any other notes to your supervisor.
	Organise any extra support you may require for your class i.e. volunteers (you organise) or SLSO (see Deputy). Discuss with your supervisor.
	Following feedback provide all the information to the Principal for final approval.
	Communication to Staff re: Hazard Reduction Activity and Bush Fire Season 2017/2018 Note to Staff.
	Communication to Staff re: Emergency Triple Zero Calls and the Emergency + Smartphone App.
Once excursion has been approved	
	Fill in paperwork regarding the impact on duties and RFF for both the teacher and SLSO and hand to Deputy Principal and person responsible for playground duties.
	Send notes home
	Record return notes and monies collected
	Make sure that necessary money has been entered in the money book
	Prepare student ID cards if required.
On the day of the excursion	
	Collect first aide bag and <u>goj</u> pen and sign them off
	Collect bus keys from the transport office / first aide room (keys are kept in the safe)
	Sign out at the front office by filling out the appropriate paperwork
	For a one off excursion fill in the location, time and classes going into the school diary at the front office.
	Pack any required student medication
	Pack Health Care Plans and student information for all students
	Consider student's individual requirements for the excursion i.e. harness, iPad
	Pack mobile phone and driver's licence

Communication with Staff via e-mail

It is important that all staff, including those who are unable to attend Staff Meetings, are kept up to date with WHS information.

Please check you NSW Department of Education email daily.

If you have not completed your 2019 '*Staff Details Update*' form, please return it to the office as soon as possible.



KEEPING YOUR DETAILS UP TO DATE

Please ensure you keep your details up to date in Employee Self Service via SAP. This includes change of phone number and address.

We generate our Emergency Contact details from SAP HR and your up to date information is required.

If you haven't updated SAP HR this year, please review your details via

SAP Employee Self-Service Personal Information

The screenshot shows the SAP Employee Self-Service interface. At the top, there is a navigation bar with the NSW Education logo and links for Home, Employee self-service (selected), Reports, Purchase to pay, and Finance. Below this is a 'Back' button. The main content area is titled 'Employee Services' and contains a grid of service tiles. On the left, there are links for 'Map', 'Directory', and 'Index'. On the right, there is a 'Most Frequently Used' section with a dropdown arrow. The service tiles include: 'Personal information' (update addresses, bank details, emergency contacts), 'Benefits and payment' (view/print payslips, use benefits calculator), 'Leave and non-attendance' (apply for leave, display balances, quick links for leave request, history, and entitlement), 'Working hours' (record and submit working hours, generate claim for payment), 'Travel and expenses' (create travel request, claim part day and general expenses), and 'Most Frequently Used' (payslips, create leave request, leave entitlement, leave history, record working time, payment summary form, display working time, personal profile, view leave calendar).

NSW Education

Home Employee self-service Reports Purchase to pay Finance

Back

Employee Services

Map Directory Index

Personal information

Update your addresses, bank account details and other personal information including dependants and emergency contacts.

Respond to the EEO survey questions

Benefits and payment

View and print your payslips details.

Use Teacher's benefits calculator to search for various additional benefits/allowances available to teachers.

Leave and non-attendance

Apply for leave and display your leave balances

Quick Links

[Create leave request](#)

[Leave history](#)

[Leave entitlement](#)

Working hours

Record and submit (release) your working hours.

Casual employees will use this service to record all time worked and to generate a claim for payment.

Permanent and temporary employees will use this service to record time worked beyond their scheduled work hours (e.g. overtime and additional hours) and to generate a claim for payment.

Time worked can be recorded and saved progressively, and submitted, throughout a pay period, but specific action is needed to submit the claim at the end of the period or the entries will not be processed. This is referred to as releasing work times and is also done through this service.

Use the Manage work schedules service to request a change to your part-time work schedule.

Travel and expenses

Create your travel request and then acquit your travel expense.

Claim your part day travel expenses.

Claim your general expenses.

Most Frequently Used

[Payslips \(regular & offcycle\)](#)

[Create leave request](#)

[Leave entitlement](#)

[Leave history](#)

[Record working time](#)

[Payment summary form](#)

[Display working time](#)

[Personal profile](#)

[View leave calendar](#)

WHS Policies and Information

All The Hills School WHS Procedures and Information are available on the school network:

FACULTY T: | Staff Information | WHS

As the policies and information are updated they will be saved into the **WHS folder**

