



# ASHFIELD

**PUBLIC SCHOOL**

Every child, every opportunity



## School Induction Handbook for Staff and Visitors 2024

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# Introduction

This School Induction for all staff and visitors has been prepared as an important overview of general school operations including procedures associated with Health & Safety compliance and wellbeing.

Health & Safety is about protecting the health and safety of all people in the workplace. This includes protecting people from exposure to hazards and risks resulting from work activities. This also includes all staff being able to identify and respond to unsafe situations.

Wellbeing is about all staff proactively sustaining and growing a whole school culture of inclusiveness where the diversity is celebrated. It is about staff understanding that student wellbeing involves all people behaving in a way so that all students are motivated to learn and engage in a range of school activities that progress their achievement. As part of student wellbeing all teachers are required to be vigilant to identify and respond to situations of bullying and child protection.

It is important that all staff and visitors understand the information and procedures contained in this publication.

Please contact your supervisor and/or myself if you seek clarification so that you understand the expectations of all staff and visitors whilst at Ashfield Public School.

Kind regards

Damien Moran

Principal

# Requirements of being on the school site

## Sign on

### Staff

All staff members are required to sign on upon arrival on the school site via an online application: Sentral

<https://ashfieldps.sentral.com.au>

Log on details are issued by the School Principal.

### Visitors

All visitors are required to check in and out via the Kiosk located at the front office reception. All visitors are required to wear an identification badge while on site.



## Temporarily not on school site

All staff are requested to notify the front office when temporarily leaving the school site.

## On school site outside of school hours

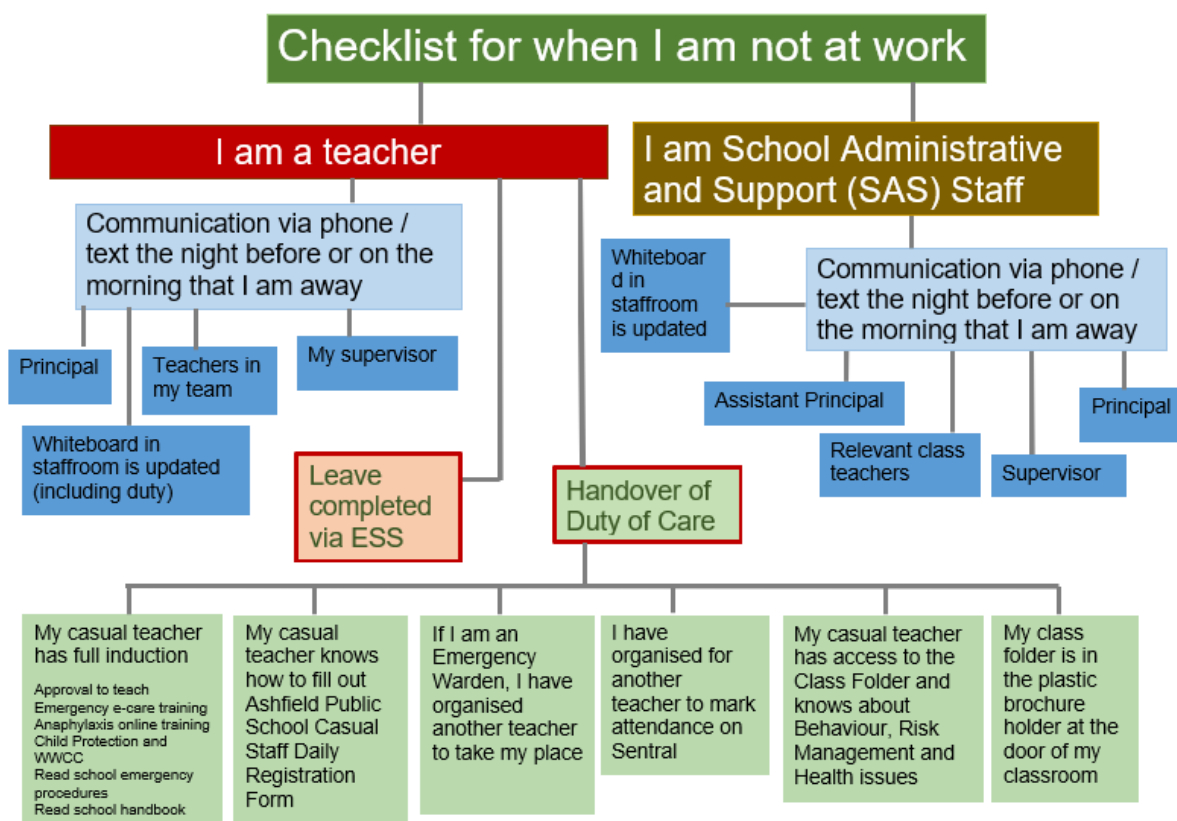
When working on school site out of school hours, especially on weekends and school vacation, all staff are to text the principal and a colleague to notify of arrival and departure from school site.

## Not on school site

### AWAY SICK or AT PROFESSIONAL DEVELOPMENT

All staff members are required to contact the School Principal and their immediate supervisor (typically via text message) if they will be away from the school site on a particular day. This information will be recorded on a daily communication board and necessary arrangements made.

All class teachers are expected to ensure that a thorough handover regarding their students occurs including identification of students on Behaviour Support Plans etc... and arrangements to cover playground duties.



## Clearances

The Department of Education requires that a school is responsible for obtaining the appropriate clearances for adults\* to enter the school site.

\* *Parents who are exempt from these requirements unless they are specifically working with children at the school (eg. listening to reading, gardening club etc...)*

### REQUIREMENT ONE:

#### **Working With Children's Check (WWCC) Child Protection Update**

Requirement One is for:

All Employees of the Department of Education including teachers, Student Learning Support Officers and School and Administration Support staff

### REQUIREMENT TWO:

#### **Declaration for Child Related Work Working With Children's Check (WWCC) 100 points of ID ID badge (provided by the school)**

Requirement Two is for:

Visitors including tradespeople (Spotless contractors excluded) and university lecturers

Volunteers including SRE & SEE teachers, parents and other people working with the children at the school

Students including pre-service students and student volunteers

Support personnel including occupational therapists, cleaners, external teachers (chess, sport & drama programs etc..) and music tutors

**All credentials must be sighted and approved by the school principal / site manager.**



## Mandatory training, Health and Safety

### REQUIREMENT ONE: Mandatory Training Certificates

- Emergency e-care training certificate
- Anaphylaxis online training certificate
- Child protection awareness certificate
- Child protection update certificate
- H&S induction certificate

### REQUIREMENT TWO: Health & Safety Induction

- H&S Local Level Induction School Induction
- Site walk

## Accessing information

### REQUIREMENT ONE: School documents

Access to class folder  
Read school handbook

## Casual staff daily registration form

All casual teachers must complete the Casual Teacher Form each day and meet with the principal or a member of the executive at the end of the day to sign- off.

Ashfield Public School Casual Staff Daily Registration Form			
<b>Staff Details</b>			
Name:	Casual Number:	Emergency Contact:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Booking Details</b>			
Date/s	Hour/s	Teacher who booked you:	How you are being paid:
<input type="text"/>	<input type="text"/>	<input type="text"/>	School Based Funding
<input type="text"/>	<input type="text"/>	Staff member you are replacing:	Beginning Teacher
<input type="text"/>	<input type="text"/>	<input type="text"/>	Professional Development
<input type="text"/>	<input type="text"/>		
<b>Sign-on</b>			
<u>Health &amp; Safety Checklist</u>		<u>School &amp; DoE</u>	
Emergency e-Care training certificate given to Office		Approval to teach	
Anaphylaxis online training certificate given to Office		Child Protection and WCCC	
School Induction including emergency Procedures		Accreditation & PDD	
<ul style="list-style-type: none"><li>○ Always keep a sick/injured child with you. Send or phone for assistance if necessary</li><li>○ <b>Personally</b> hand over the class roll to a supervisor to be marked on Sentral</li><li>○ Always have a class folder in your possession which details health care plans, risk management plans and behaviour support plans.</li></ul>			
Signature:	<input type="text"/>	Date:	<input type="text"/>
<b>Sign-off</b>			
Principal's / executive's signature:		<input type="text"/>	
<b>To be filled out by the staff member you are replacing</b>			
Application for leave submitted via ESS		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Signature: <input type="text"/>
<b>Office</b>			
Dissection / Sub-dissection		<input type="text"/>	CEPS & A/C Code <input type="text"/>

# Community Users

Public schools are encouraged to make their facilities available for use by their community outside of school hours for appropriate purposes. There are a range of community users at Ashfield Public School:

*Outside of school hours in classrooms and the Hall:*

Datong Chinese School (Chinese Language and Dance Classes)

CO.AS.IT (Italian Language Classes)

NSW Japanese School

Latin American School

The Infants Home Playgroup

Sydney Academy of Chess

Polish Educational Society of NSW

Inner West Music School

*7am – 6pm daily in leased area of the school:*

Good Start Childcare

*7am – 9am / 3pm – 6pm / (during school term) in leased area of the school:*

*7am – 6pm (school holidays) in leased area of the school:*

Weldon Centre (A.K.O.O.SH.)

# School Details

<b>Office Hours:</b>	8:30am – 3pm
<b>Phone:</b>	9798 4400
<b>Fax:</b>	9716 7250
<b>Email:</b>	ashfield-p.school@det.nsw.edu.au
<b>Mailing Address:</b>	117 Liverpool Rd, Ashfield NSW 2131
<b>Instagram:</b>	ashfield_public_school
<b>Website:</b>	<a href="http://www.ashfield-p.schools.nsw.edu.au">www.ashfield-p.schools.nsw.edu.au</a>

## Procedural Details

### Bell Times

8:30am	Bell – Teacher on duty
8:50am	Bell – Beginning of the School Day
	All students to the hall for morning lines
9am	Session One
11am	Break One
11:30am	Session Two
1:25pm	Break Two: Eating
1:40pm	Break Two
2:10pm	Session Three
3pm	Bell – End of the School Day

### Taking students off school site

When a teacher is taking a student group off site, the front office must have a copy of the itinerary and risk assessment including a contact telephone number in the case of an unexpected incident or emergency.

School Enews is to be used to inform all parents of an off-site excursion, with parent permission a requirement in most instances.

## **Duty of care**

Duty of care extends to any child on the school site at any time of the day. Any member of staff who observes an unsupervised student is required to approach that child and assume duty of care.

At all times, Duty of Care ultimately belongs to teachers officially engaged by Ashfield Public School. It is important to understand that a Student Learning Support Officer (SLSO) must only work with a student under the supervision of the teacher who has Duty of Care for that student.

### **Before School**

Unaccompanied students arriving before 8:30am are to sit in the foyer and/or the Town Square. The school principal, member of the executive or allocated teacher are in the foyer area before school to supervise these students. A teacher is on duty from 8:30am.

### **During School**

At all times during the school day a student is under the care of a teacher. A duty roster allocates the teacher supervision of children at Break One and Break Two. This includes supervision of children outside on the playground, or in incidents of inclement weather, inside the buildings. Upon occasion children are sent during class time to other parts of the school. This might include going to the toilet, carrying out an errand or visiting another staff member. At these times a child will always proceed with a buddy.

### **After School**

Class teachers remain with their class group between 3pm and 3:15pm. Any children who have not walked home as per usual daily routine and/or are not collected by their parent/carer are directed to the school office to remain under the supervision of the school principal or school executive.

## **Morning Lines**

Morning lines occur daily from 8:50am in the school hall. Teachers are required in the hall by 9am to collect their class.

## **Assemblies**

Parents are invited to Assemblies every second Friday at 8:50am. Each fortnight week a different class or group of students leads the assembly. Assembly is a time to showcase learning and present awards

## Entrances to the School

Ashfield Public School is located at the edge of the busy town centre of Ashfield. There are two main entrances to the school, one on Liverpool Road and one on Murrell Street. Between 9am and 3pm the school site is secured with all gates locked. Access to the school during school hours is via the Liverpool Road entrance. Visitors must ring a bell at the front door of the office. At all times staff are requested to lock gates behind them (except for the gate on Liverpool Road).

The Liverpool Road Gate will be locked daily at 3:15pm. From 3:15pm access to the school site is through the Murrell Street Gate.

## Staff Meetings

Executive (including finance)	Monday	3:30pm	Weekly
Learning & Support	Wednesday	7:45pm	Weekly
Professional Learning	Wednesday	3:15pm	Weeks 2, 4, 6, 8 & 10
Stage	Wednesday	3:15pm	Weeks 1, 3, 5, 7 & 9
Health & Safety	Friday	8am	Weeks 2 & 8
High Performing	Friday	8am	Weeks 3 & 9
Information Technology	Friday	8am	Weeks 4 & 10

## Parent/Teacher Meetings

Term One	Week Five
Term Two	Week Nine
Term Four	Week Nine

## Individual Education Plan Meetings

Term One	Week Seven
Week Two	Week Seven
Term Three	Week Seven
Term Four	Week Seven

## **Class Folder**

Each class has a class folder. This folder contains relevant information about a particular class including health care plans risk assessments, behaviour support plans, individual education plans, a class profile, a class timetable and a roll.

The class folder is an important component of Health & Safety compliance. It remains with the class throughout the day; in particular when a class moves to a different room to be taught by another teacher.

The folder is beneficial for teachers unfamiliar with the class, especially substitute teachers, as it provides an overview of the students, identifying such things as learning, health and behavioural considerations.

The paper copy of the roll will assist a particular teacher responsible at any given time for a particular class to confirm that all students are present.

## **Hazard Reporting**

All hazards and incidents must be reported to the principal and/or main office. Teachers and other staff members may log an incident via a link on the home page of Sentral titled: [Hazard Reporting](#)

## **Smoking**

According with the Department of Education policy, smoking on school premises, including the school buildings, gardens and the car parks, is prohibited. This includes students, employees, visitors and other people who use school premises, including community groups.

## **Teacher: student ratio**

An adult should never be alone with a student in an isolated area including a locked classroom or other area of the school. Tutors, teachers, Student Learning Support Officers and volunteers must always work with a student in a location that is visible to other staff members.

## Vehicle Access including Parking

Vehicle access to the school site is via Murrell Street, a dead-end street with limited parking. Vehicle access onto the school site is only with the site manager/principal's approval.

West's Ashfield Leagues has agreed that staff and parents from Ashfield Public School may use its parking facility, the Coo-ee Car Park.

This will be an option for parents finding it difficult to find a car park in Murrell Street during drop off and pick up time, before and after school. The condition of parking is that parents accessing the car park become members of West's Ashfield Leagues, at a cost of \$5 per annum.

Vehicles accessing the car park will **1)** turn from Liverpool Road into the side road then **2)** turn right into the EAST car park then **3)** turn 180° and drive into the WEST car park.

## Recording attendance

The Class Roll is called each morning and absences recorded. Students arriving late or departing early have their attendance status for that day shown as a partial absence.

The school uses an online system, Sentral to record student attendance.

At the beginning of each day (before 9:30am) a teacher will record student attendance on Sentral for the particular class they are teaching.

It is a teacher's responsibility make sure that:

- Sentral is updated for all late arrival or early departure of students.
- Parents are contacted if a student arrives to school unaccompanied by a parent/carer and late.
- Parents are contacted to establish the reason for a student absence.
- Check the attendance form each day on School Enews

A School Administration Officer has the assigned duty of Attendance Officer and will support teachers to maintain accurate record keeping of daily attendance.

For teachers without access to Sentral, student attendance is to be recorded on a paper copy of a class roll first thing in the morning for the class that they are teaching. This roll is to be sent to an Assistant Principal or the Principal who will immediately enter the attendance online.

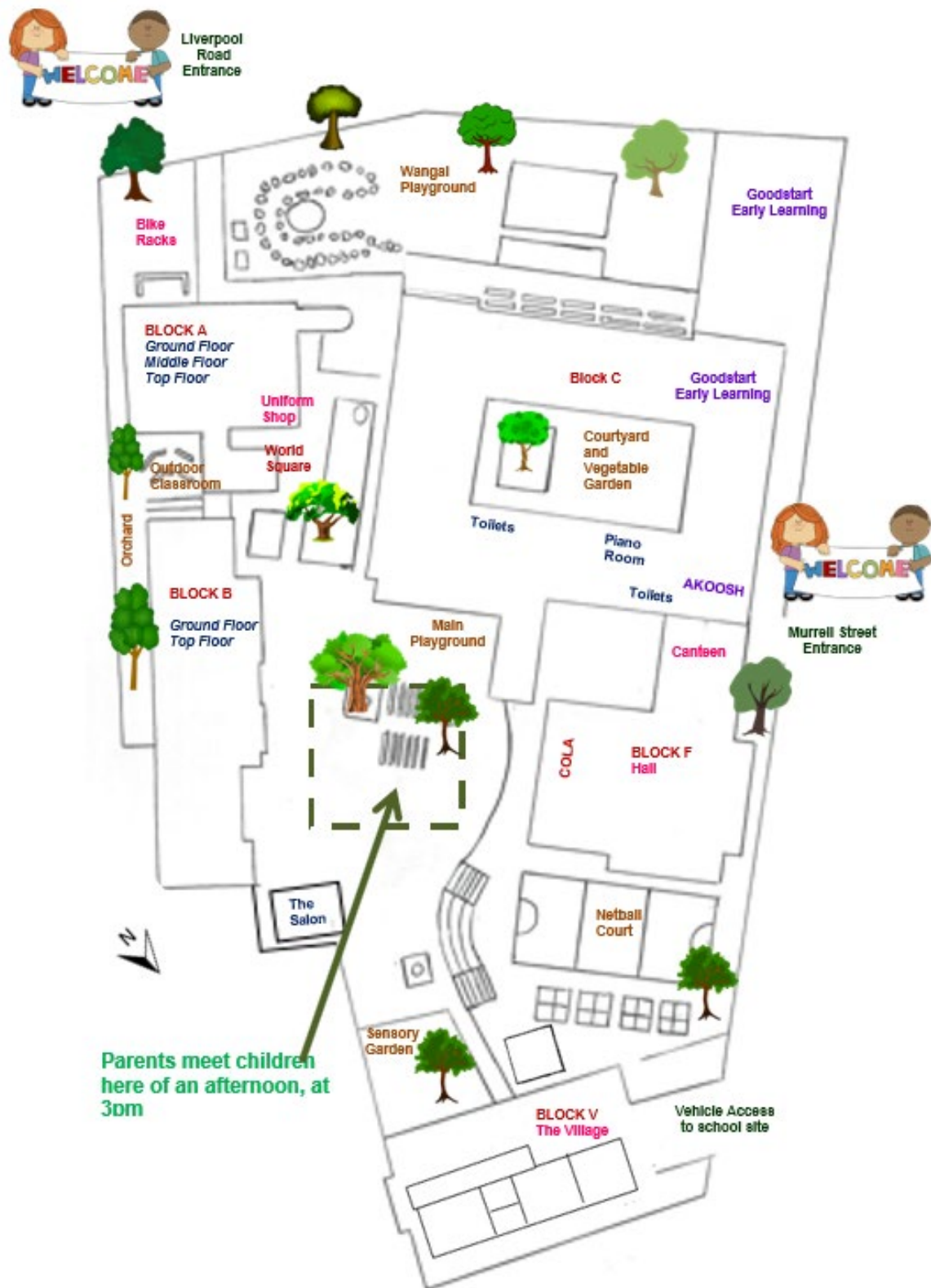
Teachers without access to Sentral will also notify an Assistant principal or the Principal in the event of students who arrive late or depart early so that the attendance status can be altered online.

The principal must be contacted if a student has:

- an ongoing pattern of late/early arrival
- three consecutive days of unexplained absences

All absences must be explained.

# School Map

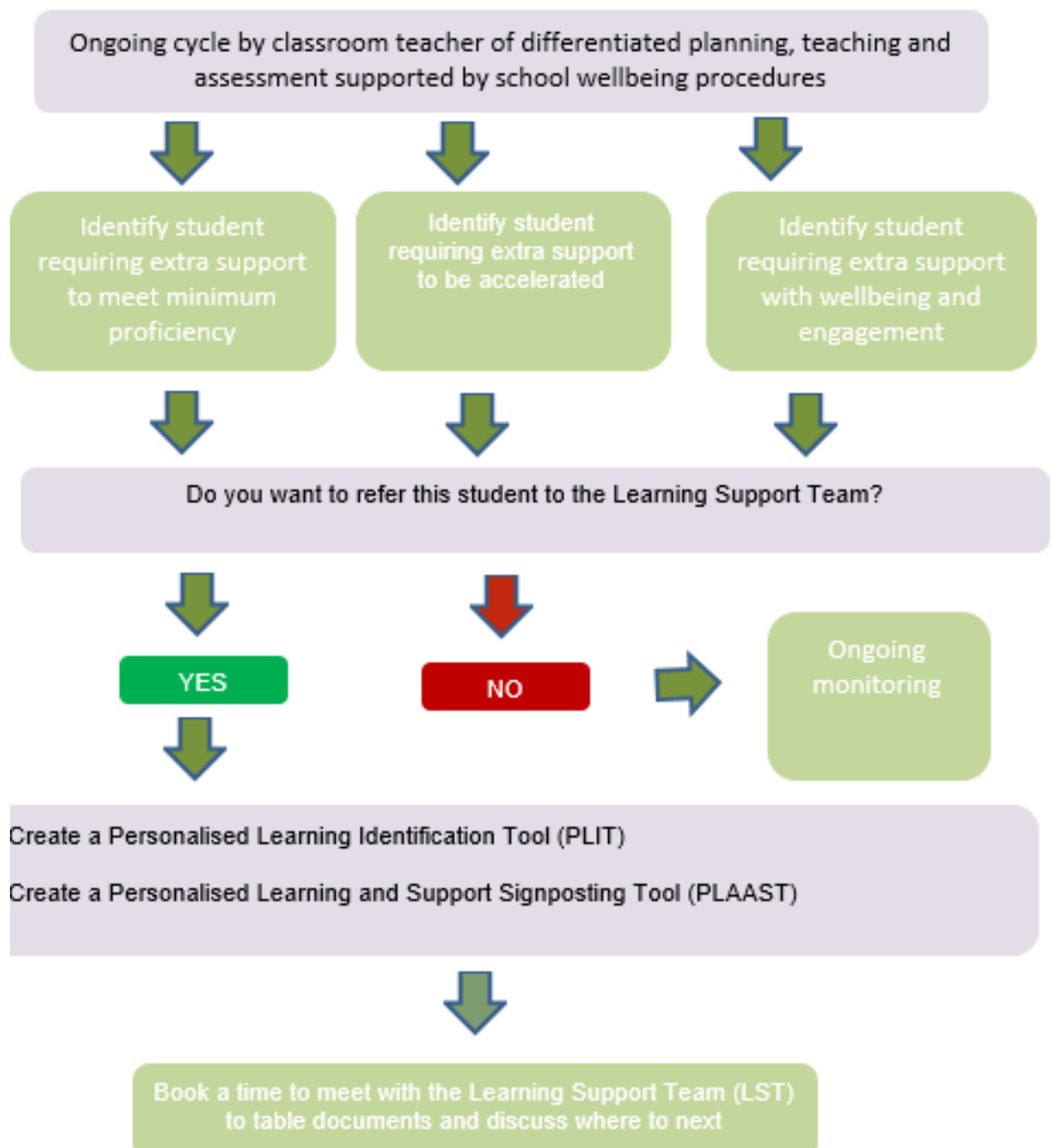




## Ashfield Public School

### How to refer a student to the Learning Support Team

#### Flowchart



# Emergency Management

## Smoke and Fire Plan

### In the event of smoke & fire



1. Remain calm
2. Get down low and go, go, go
3. Follow evacuation procedure

## Bomb Threat Plan

PA announcement 3 times by the Communications Officer to whole school site:



Attention everyone on the Ashfield Public School site: all teachers, staff, children and visitors. Please make your way to the COLA immediately and wait for further announcements.

1. Follow the Emergency Evacuation Procedures
2. If you are the receiver a bomb threatening phone call:

Record the time of call

Ask the caller

- o When is the bomb going to explode?
- o Where exactly is the bomb?
- o When did you put it there?
- o What does the bomb look like?
- o What kind of bomb is it?
- o What will make the bomb explode?
- o Did you place the bomb?
- o Why did you place the bomb?
- o What is your name?
- o Where are you?
- o What is your address?



**Do not hang up! Keep the caller talking**

3. Follow the flowchart for a Critical Incident

# ASHFIELD PUBLIC SCHOOL EVACUATION PLAN

**PA announcement 3 times by the Communications Officer to whole school site**



Attention everyone on the Ashfield Public School site: all teachers, staff, children, and visitors. Please make your way to the COLA immediately and wait for further announcements.

### Students:

1. Listen to instructions.
2. Follow your teacher. to the COLA



### Teachers:

1. Gather students / class and proceed to the COLA. When possible, bring evacuation bag and class folder.
2. Line up students in classes
3. Account for all students in a particular class.
4. Stand at the front of class line.
5. Wait for instructions from site manager/principal.

### Wardens:

1. Check classrooms, corridors, storeroom, toilets, and other areas are clear of students, staff, and visitors.
2. Check all external doors are closed.
3. Report to site manager/principal under the COLA

### Site Manager / Principal:

1. Lock front gate to school
2. Check playground, hall, and outside spaces.
3. At the COLA account for all students, staff, and visitors on the school site by using class lists, sign-on registers and reports provided by teachers, wardens, and other adults on site.
4. Make decision for off-site evacuation.
5. Liaise with police to make decision to end evacuation.
6. Follow up with post-evacuation procedure.

### Pre-School:

1. Room Leaders to collect rolls and evacuation bag.
2. Gather students.
3. Proceed to the COLA
4. Account for all children and staff
5. Wait for instructions from site manager/ principal.

### Other adults on site:

1. Move to the COLA
2. Bring all children in your care or who you see are without a teacher.
3. Wait for instructions from the site manager / principal.

### Communications Officer:

1. Make announcement.
2. Contact emergency services
3. Contact police / Boys' high school
4. Bring the Office Evacuation Bag to the COLA
5. Wait for instruction from the site manager / principal.

**At all times, communicate with the wardens and site manager.**

# ASHFIELD PUBLIC SCHOOL LOCK DOWN PLAN

PA announcement 3 times by the Communications Officer to whole school site



Attention everyone on the Ashfield Public School site: all teachers, staff, children, and visitors. Please move indoors and close all doors. Teachers please lock doors and monitor entrances. All students please report to a teacher and follow their directions.

## Students:

- 1) Listen to instructions.
- 2) If you are outside, move inside.
- 3) Meet a teacher. Stay with a teacher



## Class teachers

### & all staff including the Goodstart

- 1) Lock all outside doors to buildings and lock all windows
- 2) Where appropriate, pull blinds down
- 3) Monitor external doors to let children and other people return inside a building.

## Class teachers:

- 1) Account for all students in your class including those in your class who are currently at other locations of the school.
- 2) Contact the School Administration via WhatsApp or Dial 100 to account for all students in your class.



## Site Manager / Principal:

- 1) Lock front gate to school and attach: **No Entry Sign**.
- 2) Check playground and outside spaces for children and other adults.
- 3) Make a decision to escalate to emergency status.
- 4) Liaise with police - **9797 4099**.
- 5) Make decision to end lockdown.
- 6) Conduct post lockdown procedures.

**At all times,  
communicate with the  
site manager / principal**

## Other adults including teachers on site

1. Move inside
2. Supervise children in your duty of care including those without a teacher
3. Dial 100 to be checked off the Staff/ Visitor list.

## Communications Officer (SAO)

1. Make PA announcement
2. **Contact police / Boys High School**
3. Bring sign on books and a roll for each class to the basketball court
4. Attend telephone and account for all adults including teacher
5. Wait for instructions from site manager/principal

## Communications Officer (SAM)

1. Attend telephone and WhatsApp Group and account for all adults, teachers & students and classes including preschool.
2. Wait for instructions from site manager/principal.



Staff members should carry school master key and phone at all times.

Reasons for lockdown can include:

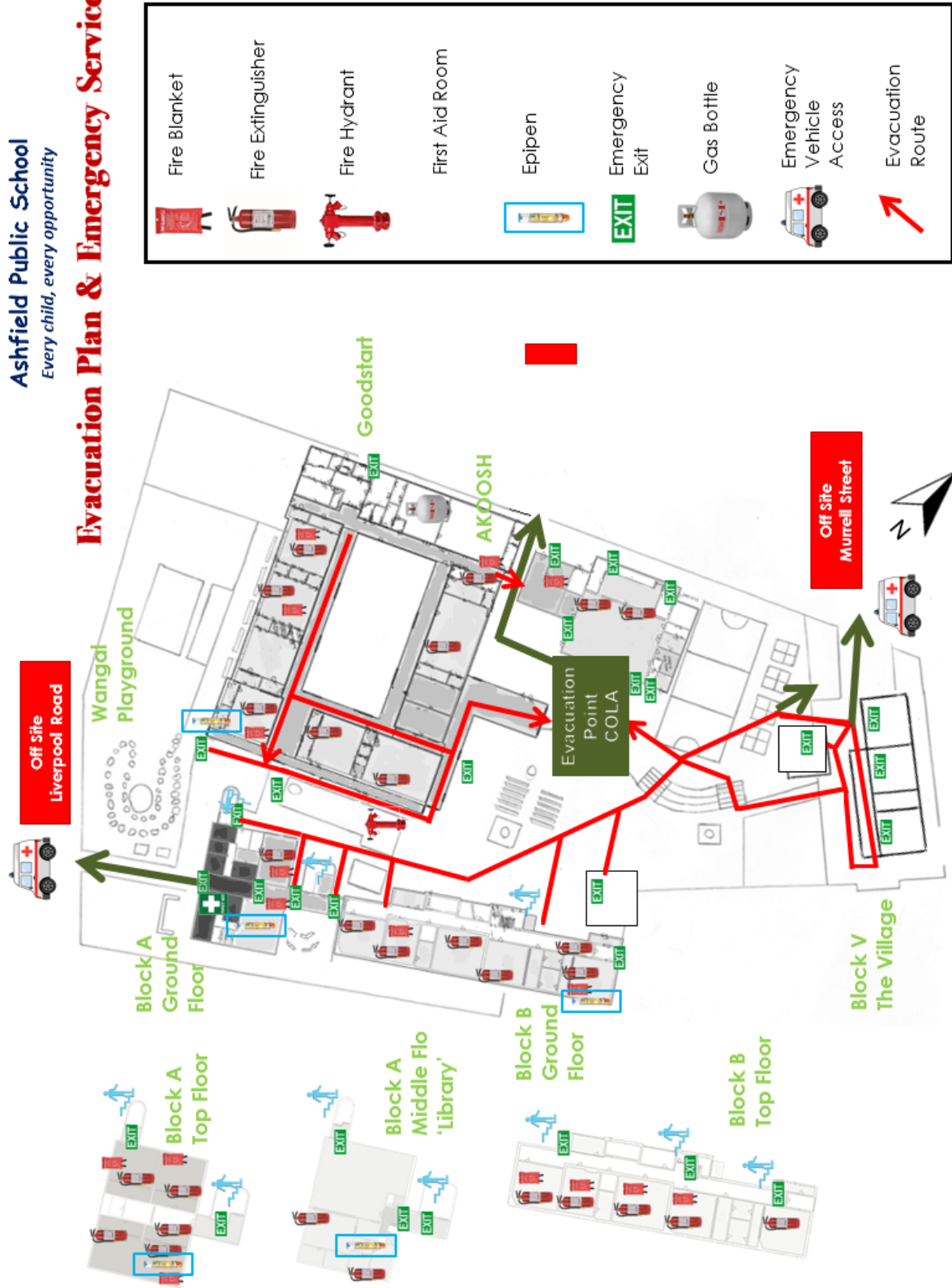
- a lightning storm
- a dog on the playground
- inappropriate behaviour from an individual or group



# Evacuation Mpa

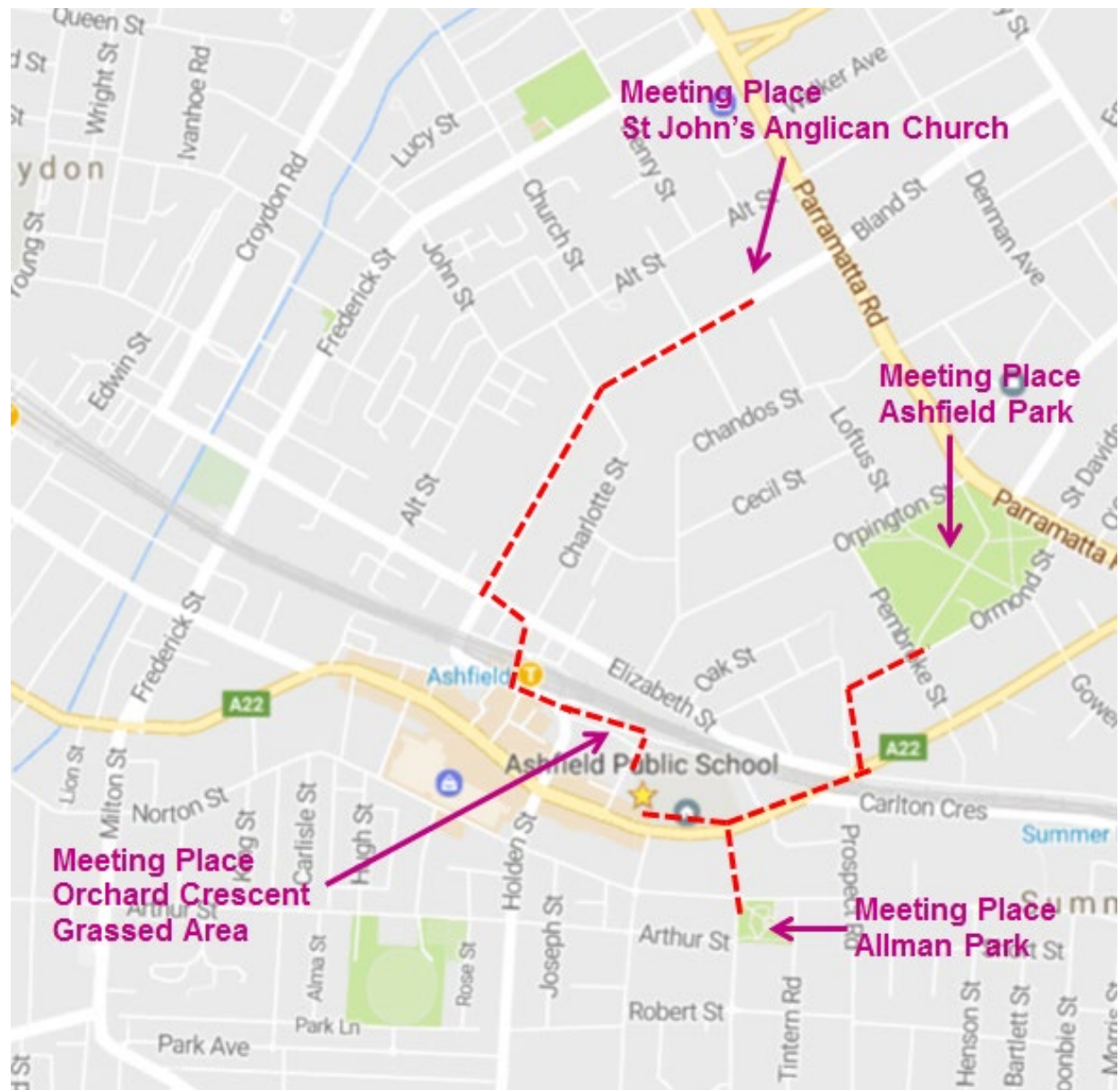
**Ashfield Public School**  
*Every child, every opportunity*

## Evacuation Plan & Emergency Services





## Off-Site Evacuation Map



# Was it a Critical Incident?

## School Post Incident Procedure

Was there a serious disruption to the school?

Was the safety and wellbeing of other people seriously interfered with?

Was there serious injury?

## NEXT STEPS



Incident Report & Support Hotline contacted  
1800 811 523

Director of Education contacted  
9582 2800

Parents of affected students contacted

Whole school community contacted\*

Media unit contacted\*

\*These steps occur depending on the situation and after consultation with the Director



Affected student and class groups to be debriefed

Staff to be debriefed

Employee Assistance Program (EAP) offered to affected staff

Parents interviews and/or Forum\*

School counsellor to work with affected students\*



Investigation of incident

Write an Incident Report

Learning Support Team to revise Risk Management and Behaviour Support Plans

WHS Team to review WHS systems

Review of school systems and procedures

# Complaints, compliments and feedback

The school has a respectful and productive workplace culture where members of the community and staff can raise their concerns about issues and give feedback.

At all times the school will strive to directly resolve an issue or complaint raised by a member of the staff, a member of the school community, a consumer, or other person. This resolution process will include investigating the facts, providing feedback or relevant information and supporting the people involved.

A complaint should be referred to the principal in person or via email through the School Office.

If the complaint relates to the protection of a child at risk of harm, school procedures will be followed.

## Health & Safety

### Reporting Health & Safety Issues

All staff, contractors and visitors are required to engage with the health, safety and wellbeing consultation process that occurs as part of daily work activities. All employees and others undertaking work have a collective and individual responsibility to be part of the consultation process for workplace health, safety and wellbeing. This includes matters involving protecting and supporting children and young people.

**The school asks that all staff to submit reports regarding Health, Safety and Wellbeing via a Google Form.**

**Visitors, contractors and staff are able to communicate health, safety and wellbeing issues to the Front Office.**

Health, safety and wellbeing issues are discussed by the Health, Safety & Wellbeing Committee and includes:

- identifying the hazard - find out what could cause harm
- assessing the risk
  - understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.
- controlling the risk
  - implement the most effective control measure that is reasonably practicable in the circumstances.
- reviewing control measures - ensure control measures are working as planned.



## Toilets

### Toilets for children only

The toilets located in the courtyard (Block C) and outside the library (Block A) are for children only.

### Toilets for adults only

The toilets located in the administration area (Block A) and outside classrooms in Block B are for adults only

### Shared toilets

The toilets located in the playground opposite the Canteen and inside the School Hall are shared by adults and children.

In the event of an emergency, any toilet can be accessed.

## First Aid Stations

First Aid Stations are located around the school - near the entrances to classroom, in the Hall and in the Library. The station is a brightly coloured crate mounted on the wall. Inside each station is a box containing gloves, Band-Aids and cleansing wipes. Next to each box is a green sign that says: Safety First.



## Duty/Evacuation Bag & Class Folder

A Duty/Evacuation Bag is located on a hook nearby the First Aid Station each classroom. Inside the Duty/ Evacuation Bag is **Class Folder** with information about the students in the class and may include Risk Assessments and Behaviour Support Plans.

The Duty/Evacuation Bag typically travels with the class throughout the day (eg. Sport, Library), and is returned to the hook at 3pm or when the class is in the room. It is carried by teachers whilst they are on playground duty or off school site with class groups.

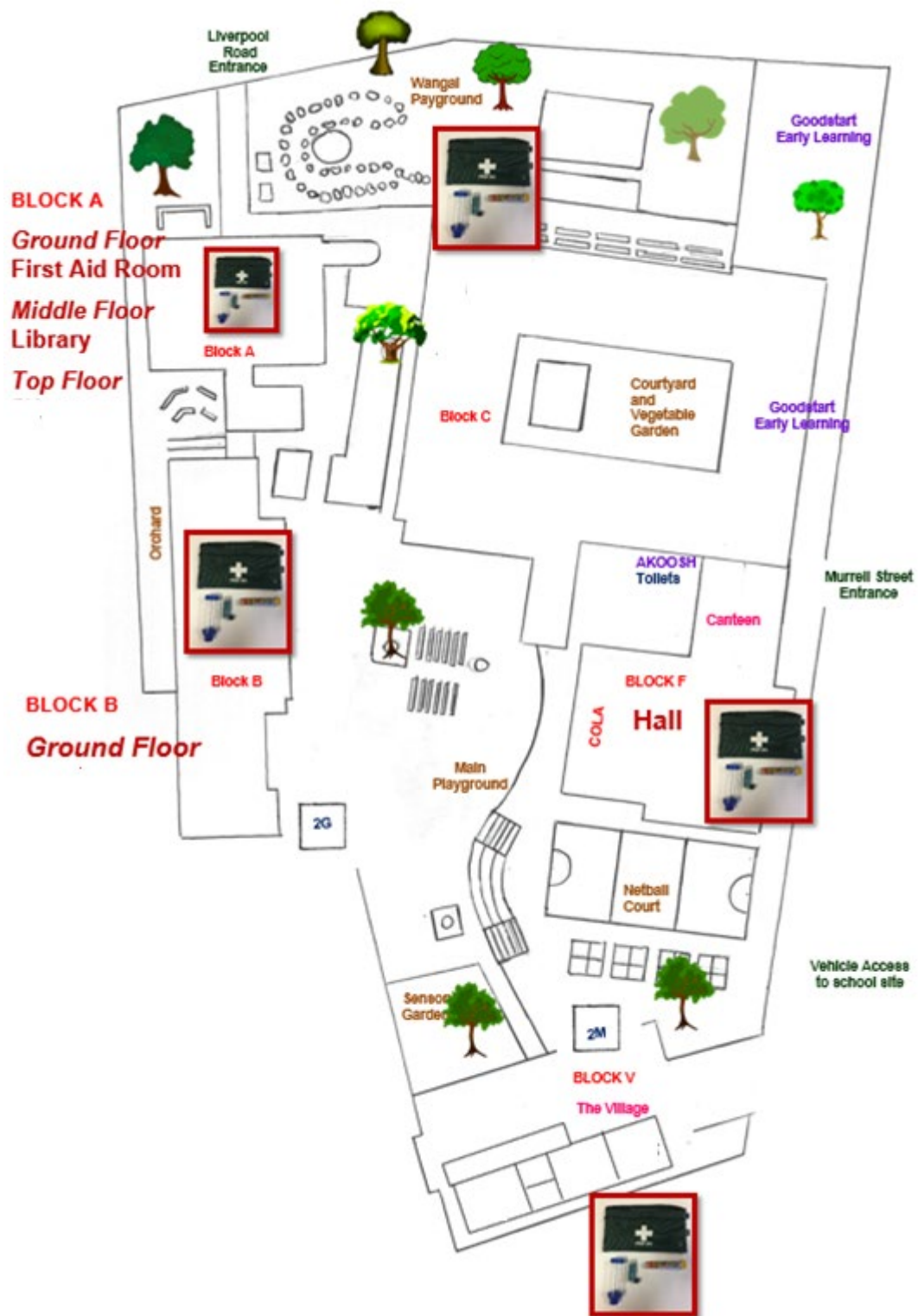


## Epipens, Asthma Puffers and Spacers

An Epipen, Asthma Puffer and Space are stored together in a green first aid bag at 7 locations around the school site.



*Locations of Epipens, Asthma Puffers and Spacers*



# Ashfield Public School First Aid Procedures



*All teachers to be up to date with CPR, Anaphylaxis, & Emergency Care*

## Every teacher must be able to access and use:

1. an updated list of emergency contact numbers
2. clip board with First Aid Register sheets
3. First Aid Kit & epipen & icepacks
4. Sentral/ Health / Sick Bay

## If a child becomes ill or injured whilst in class the teacher with duty of care will:

1. attend to the child's condition
2. monitor the condition of the child
3. telephone the office (Dial 100) to contact the parent if the child needs to go home. The teacher will try to speak directly with the parent.
4. direct the ill or injured child somewhere comfortable in the classroom
5. assign a buddy or two to sit with the child with teacher to monitor
6. fill out the First Aid Register sheet and/or create new entry onto Sentral
7. contact the principal or an executive if support is required

*During class time, two students may be sent down to the office for an icepack. Never send the ill or injured child who is to remain with the teacher at all times*

## If a child becomes ill or is injured during recess or lunch the teacher on playground duty will:

1. attend to the child with supplies from the first aid kit that are in the backpack carried by the teacher whilst on duty
2. fill out the First Aid Register sheet (in the playground folder in the backpack). This sheet needs to be transferred to Sentral by the teacher on playground duty
3. if necessary for further attention, send the child accompanied by a buddy with the First Aid Register sheet to the First Aid Room
4. contact the principal or an executive if the child cannot be moved or adult support is required

## In the First Aid Room the first aid officer will:

1. attend to the child
2. create an entry on Sentral – Health / Sick Bay
3. make the decision if the child is to return to class or sent home
4. inform the class teacher if necessary
5. contact the parent if necessary
6. contact the principal or an executive if support is required

## At sport or during an outdoor activity or whilst on an excursion a teacher will:

1. ensure a risk assessment is in place
2. take from the first aid room a backpack containing ice, a first aid kit and any other items necessary for the particular student in the group such as an epipen/puffer
3. attend to an ill or injured child using supplies from the first aid kit that are in the backpack
4. fill out the First Aid Register sheet (in the backpack)
5. contact the principal or an executive if support is required
6. upon return to school, record First Aid on Sentral

## At all times the teacher will:

1. Only send an ill or injured child to the First Aid Room during break time as there is a teacher on First Aid Duty at this time
2. In the event of a serious illness or injury, immediately send for an executive or the principal to assist
3. carry a mobile phone to contact the executive or principal for assistance if required.
4. use initiative to immediately call an ambulance if required
5. administer an epipen if a child is having a severe allergic reaction
6. contact the parent if the child as a matter of professional integrity – always in case of a head injury

*Always carry a phone and use it if required*



# ASHFIELD PUBLIC SCHOOL INFECTION CONTROL PLAN

## Steps to take when dealing with exposure to blood or other body substances

### Evacuate

Move children and other people away from the hazard

### Isolate

Designate the affected area as restricted

### Control

Communicate to all people in the vicinity including the site manager

### Eliminate

Cleaning the affected area using appropriate Health & Safety precautions  
Engage professional assistance if required

## Hygiene for dealing with exposure to blood or other body substances

Wear protective clothing and gloves



## What to do if exposed to blood or other body substances

- o remove contaminated clothing
- o if blood or body fluids get on the skin, irrespective of whether there are cuts or abrasions, wash well with soap and water
- o if the eyes are splashed, rinse the area gently but thoroughly with water while the eyes are open
- o if blood or body fluid gets in the mouth, spit it out and rinse the mouth with water several times, spitting the water out each time.
- o report to site manager and Health & Safety Unit

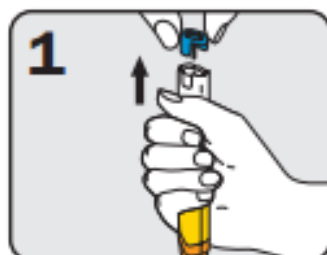
## What to do if changing a child

- o contact parent and consult site manager
- o move child to changing area (toilet/bathroom)
- o maintain the dignity of the child as a priority
- o two willing staff members to be present during changing process
- o wash the child's hands
- o put on gloves before removing soiled/bloodied clothing from the child
- o assist the child to wipe themselves, encouraging them to wipe front to back
- o place the soiled/bloodied clothing in a plastic bag
- o ensure student is dressed in appropriate clothing.
- o encourage the child to wash and dry hands, and then to leave the bathroom

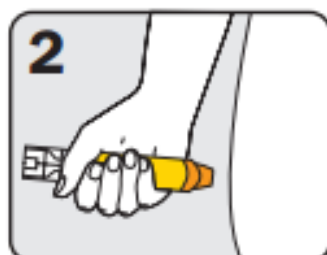


For use with EpiPen® adrenaline autoinjectors

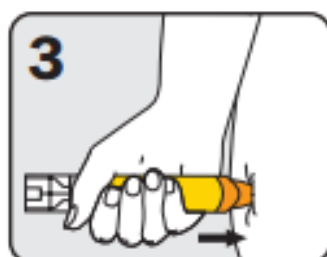
## How to give EpiPen®



Form fist around EpiPen® and  
PULL OFF BLUE SAFETY RELEASE.



PLACE ORANGE END against outer  
mid-thigh (with or without clothing).



PUSH DOWN HARD until a click is  
heard or felt and hold in place for  
10 seconds.  
Remove EpiPen®. Massage injection  
site for 10 seconds.

## 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. Do not remove ticks.
- Stay with person and call for help.
- Locate EpiPen® or EpiPen® Jr adrenaline autoinjector.
- Phone family/emergency contact.

**Mild to moderate allergic reactions may  
not always occur before anaphylaxis**

Watch for **ANY ONE** of the following signs of anaphylaxis

## ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- Difficult/noisy breathing
- Swelling of tongue
- Swelling/tightness in throat
- Difficulty talking and/or hoarse voice
- Wheeze or persistent cough
- Persistent dizziness or collapse
- Pale and floppy (young children)

## ACTION FOR ANAPHYLAXIS

- 1 Lay person flat. Do not allow them to stand or walk.**  
If breathing is difficult allow them to sit.
- 2 Give EpiPen® or EpiPen® Jr 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, if another adrenaline autoinjector is available.**

### If in doubt, give adrenaline autoinjector

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

EpiPen® is generally prescribed for adults and children over 5 years.

EpiPen® Jr is generally prescribed for children aged 1-5 years.

\*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Instructions are also on the device label and at:  
[www.allergy.org.au/anaphylaxis](http://www.allergy.org.au/anaphylaxis)

## IF UNCERTAIN WHETHER IT IS ANAPHYLAXIS OR ASTHMA

- Give adrenaline autoinjector FIRST, then asthma reliever.
- If someone with known food or insect allergy suddenly develops severe asthma like symptoms, give adrenaline autoinjector FIRST, then asthma reliever.

# Asthma First Aid

## 1 Sit the person upright

- Be calm and reassuring
- Do not leave them alone



## 2 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 Bricanyl Inhaler (age 6 & over) or a Symbicort Inhaler (over 12).



## 3 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 Bricanyl or Symbicort Inhaler.)



## 4 If there is still no improvement call emergency assistance (DIAL 000)

- Say 'ambulance' and that someone is having an asthma attack
- Keep giving **4 separate puffs** every **4 minutes** until emergency assistance arrives

(OR 1 dose of Bricanyl or Symbicort every 4 minutes — up to 3 more doses of Symbicort).



### Call emergency assistance immediately (DIAL 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

## Treating, Recording and Communicating Injuries & Illnesses

### *Treating Injuries and Illnesses*

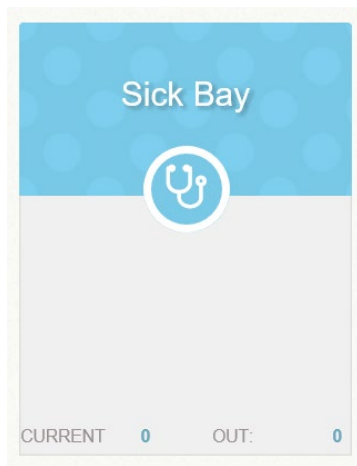
Injuries and illnesses are to be treated by the supervising teacher.

In treating an injury and/or illness, the teacher should:

- identify hazards immediate that could affect the safe treatment of the injury or illness
- assess the type and severity of the injuries and illness and proceed with an appropriate response
- provide the appropriate first aid

### *Recording Injuries and Illnesses*

The supervising teacher is to record injuries on Sentral



### *Communicating Injuries*

The supervising teacher is to contact parents provide information about any injury/illness including a description of the incident and first aid given.

For serious injuries, the site manager/principal is to be contacted.



# Wellbeing

## Documenting student wellbeing

All adults on school site are required to report and document incidents relating to the wellbeing of children as part of their duty of care. All teachers (including casual teachers) should document via the Wellbeing Module in Sentral



### Create an Incident

**Student Plan Series**

**Make good wellbeing choices**

**Not making good wellbeing...**

**Attendance**

**Bullying**

**Incidents**

**Home Reading**

**Triple E  
(Engagement,...**

**Learning Interventions  
and...**

**Communciation**

**Child Protection**

**NCCD**

## Engaging students

Ashfield Public School's Positive Behaviour for Learning is universal engagement through a school-wide and classroom system for all students, staff and settings.

The school is committed to a learning community that makes ten wellbeing choices. These wellbeing choices are explicitly taught within the context of the Personal Development curriculum and are embedded into the whole school culture of success.

Each student at Ashfield Public School is supported to:

Wellbeing Choice 1:	Be respectful
Wellbeing Choice 2:	Be responsible
Wellbeing Choice 3:	Be resilient
Wellbeing Choice 4:	Be safe
Wellbeing Choice 5:	Be a learner
Wellbeing Choice 6:	Be fabulous
Wellbeing Choice 7:	Be a good friend
Wellbeing Choice 8:	Be healthy
Wellbeing Choice 9:	Be inclusive
Wellbeing Choice 10:	Embrace diversity

Informing each choice are character strengths:

Creativity	Curiosity
Love of Learning	Open-Mindedness
Bravery	Energy
Perseverance	Authenticity
Love	Kindness
Social Intelligence	Perspective
Fairness	Teamwork
Leadership	Self-Regulation
Forgiveness	Humility
Prudence	Gratitude
Humour	Spirituality
Hope	Appreciation of Beauty & Excellence

## Responding to Behaviour

At Ashfield Public School, behavior is described to students as being like an engine with different levels. Students are taught to identify their behaviour. They are encouraged to proactively deescalate inappropriate behaviour by finding solutions.

How is your engine running?



**Too high!**



**Running fast**

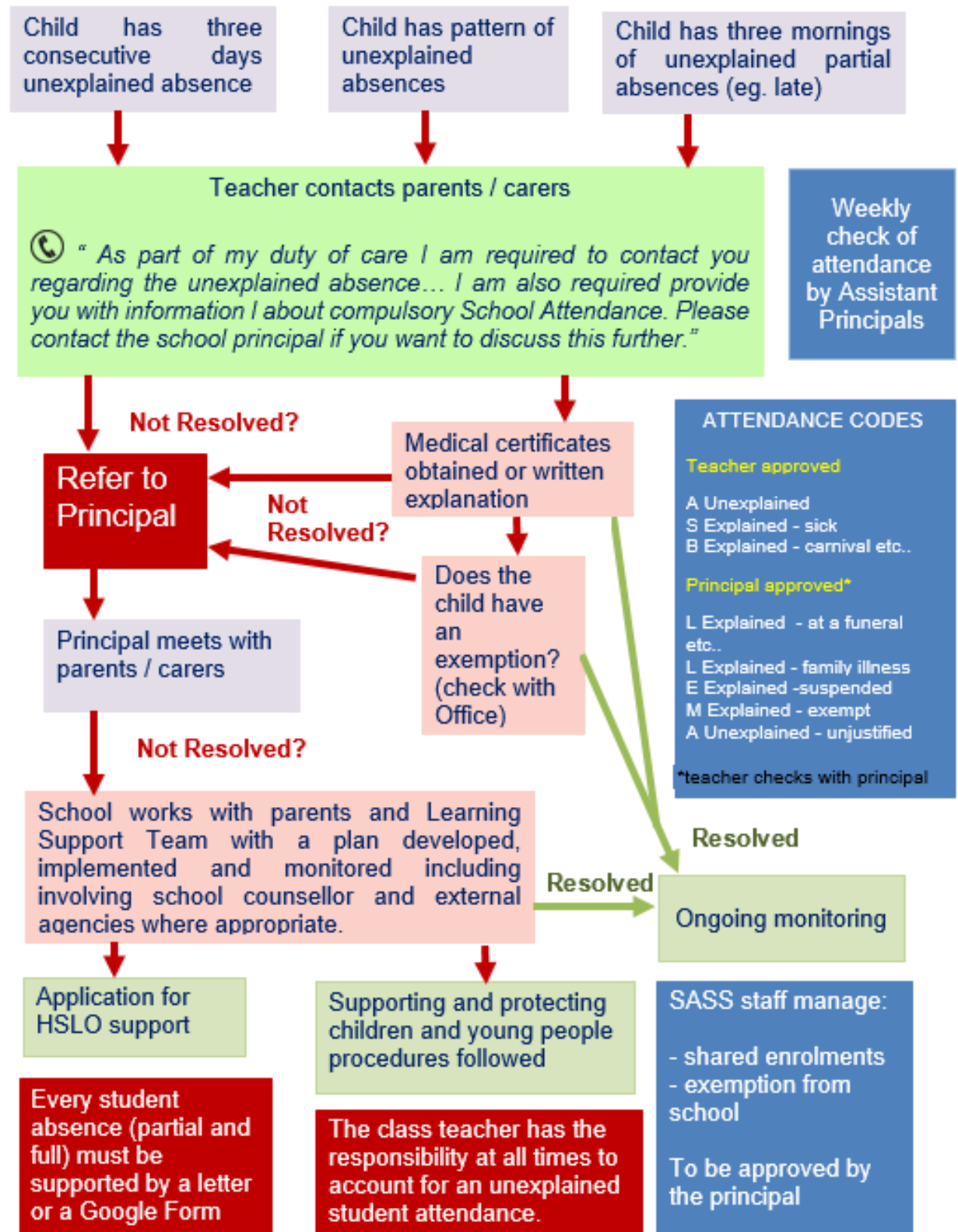


**Just Right**



**Running low**

# Ashfield Public School Attendance Flowchart

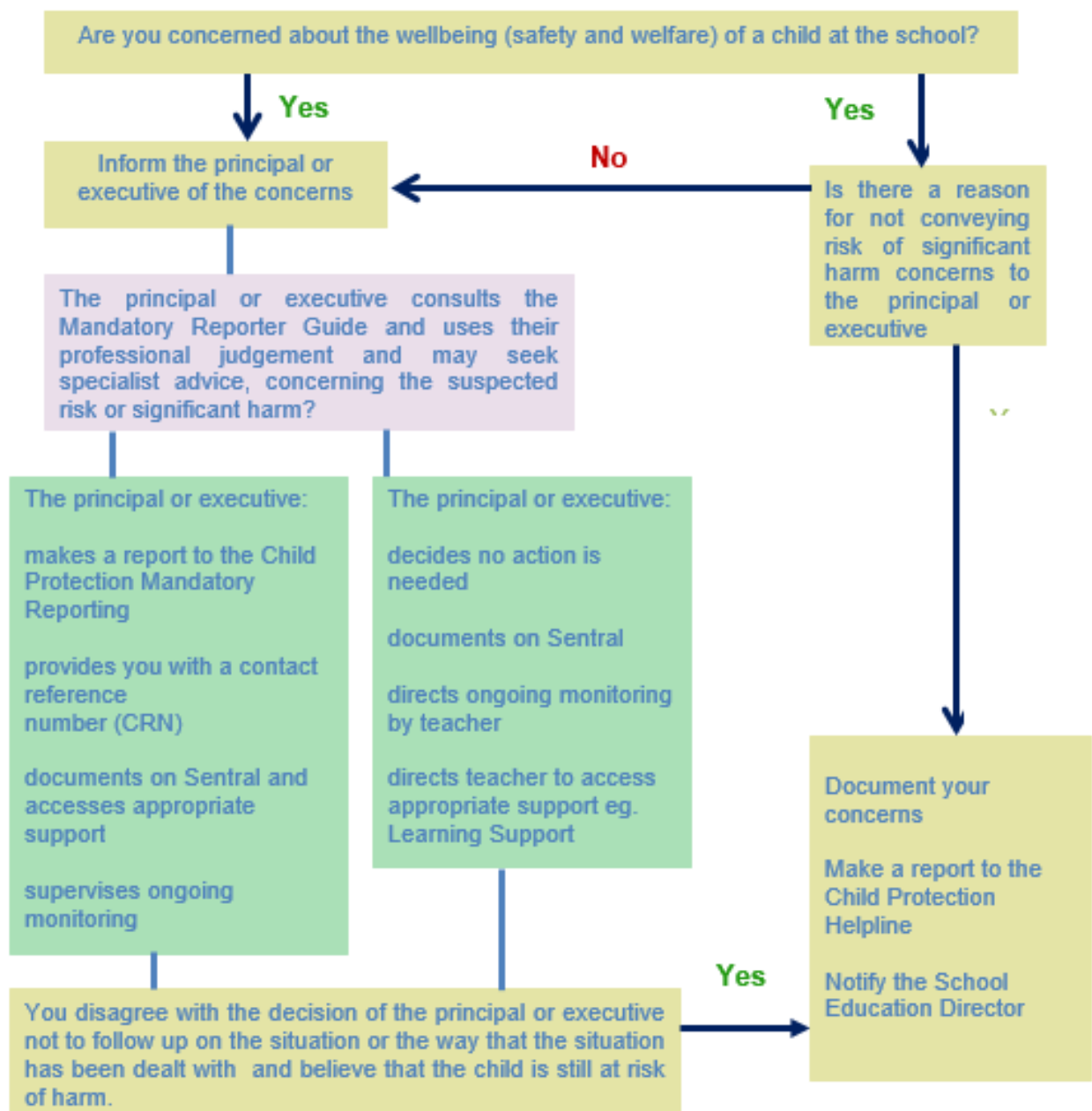


# Ashfield Public School

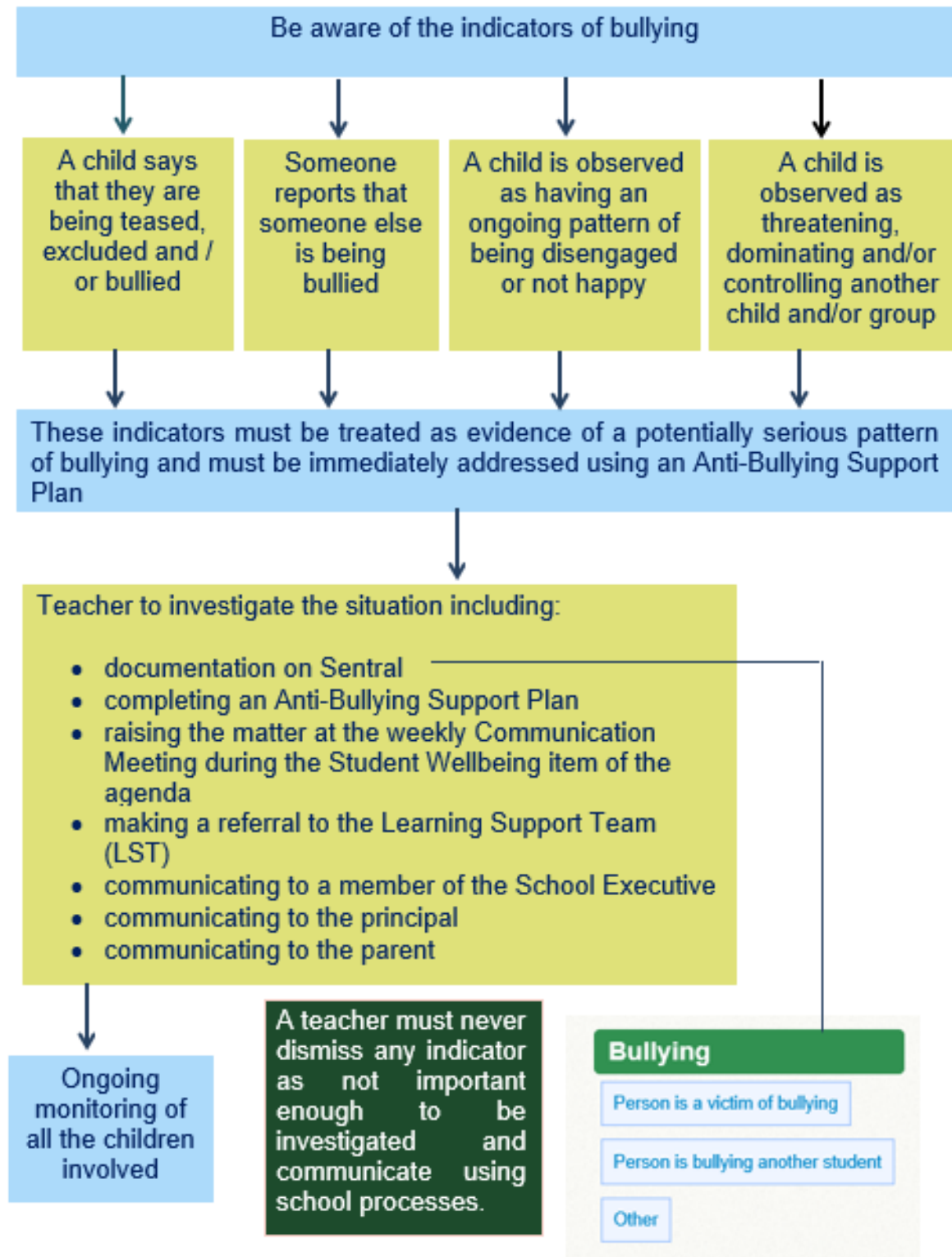
## Protecting and supporting children and young people procedures

### Flowchart

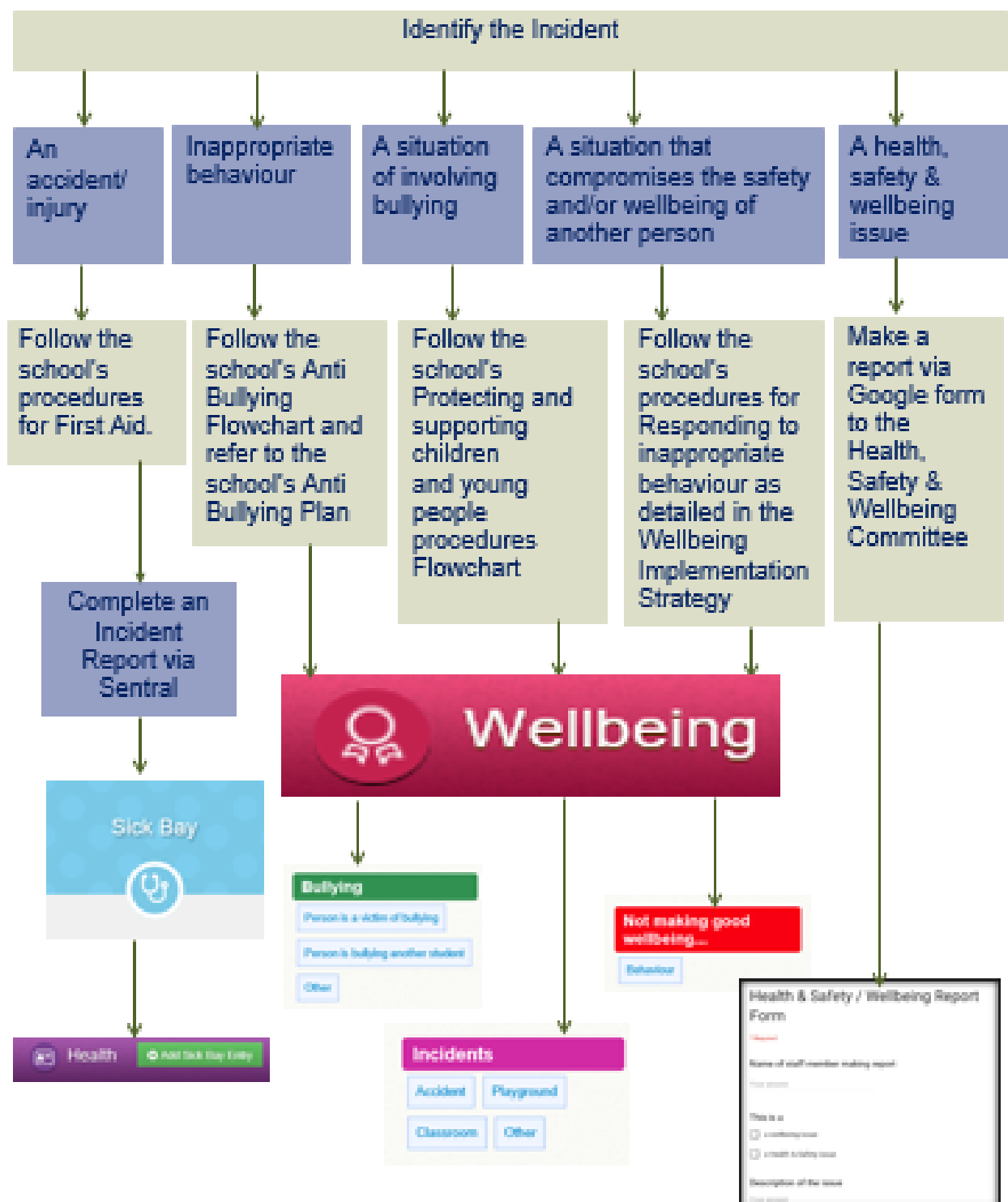
The flowchart provides an overview of the process for all staff when responding to concerns about the wellbeing (including safety and welfare) of children and young people.



# Ashfield Public School Anti-Bullying Teacher Flowchart



# Ashfield Public School Incident Report Flowchart







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

# WORK HEALTH AND SAFETY [WHS] POLICY SUMMARY



## OVERVIEW OF POLICY STATEMENT

The NSW Department of Education and Communities (DEC) 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 DEC 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 DEC health and safety guidelines and procedures
- report incidents and hazards, and participate in training and consultation with DEC 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 WHS WEBSITE AT  
<https://detwww.det.nsw.edu.au/workhealthandsafety>

*Mehle Bruges*  
Secretary