The Principal and Staff of St Joseph’s Primary School Tweed Heads, within the context of the ethos of the Catholic School, recognize and accept and comply with duty of care to employees, students and its community in accordance with the NSW Work, Health and Safety Act 2011.

All members of the school community have a responsibility to ensure the health and safety of themselves and others by complying with the Work, Health and Safety Regulations of the school. All staff are required to take any immediate remediation steps and report possible WHS breaches to the Principal before recording in the risk management / maintenance book.

The WHS consultation process with employees will take the form of regular staff meeting discussions with WHS to be a regular agenda item. These discussions will be recorded in the minutes of the meeting and will be communicated to non-teaching staff by school executive and/or WHS coordinator.

In order to ensure a safe environment, which supports the school’s objectives in teaching, learning and personal safety, the school management will provide:-

- Regular workplace training – First Aid every 3 years, CPR, Epi Pen, Anaphylaxis annually.
- Clear practices and procedures – all medical plans are displayed in the Sick Bay area. Individual plans in classrooms where needed. First Aid, CPR and dispensing of medication will be administered by
Mrs Sue McGill (Monday/Tuesday) and Mrs Toni Attenborough-Doyle (Wednesday/Thurs/Fri).
The necessary equipment and resources for best practices and risk assessment and maintenance of the physical facilities.
This policy will be reviewed annually and the procedures will be reviewed at regular intervals.