



## **FIRST AID OFFICER POSITION DESCRIPTION**

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**REPORTING TO:** First Aid Manager – College Nurse

**CAMPUS:** Werribee and Melton

**TENURE:** Casual

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, day school with campuses at Werribee and Melton.

Staff are required to work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **POSITION SUMMARY:**

This position will be responsible for the functionality and running of the first aid room at our Werribee and Melton campuses, ensuring safety for the children at all times. This position will be the first respondent to any medical emergencies at the campus.

### **KEY RELATIONSHIPS:**

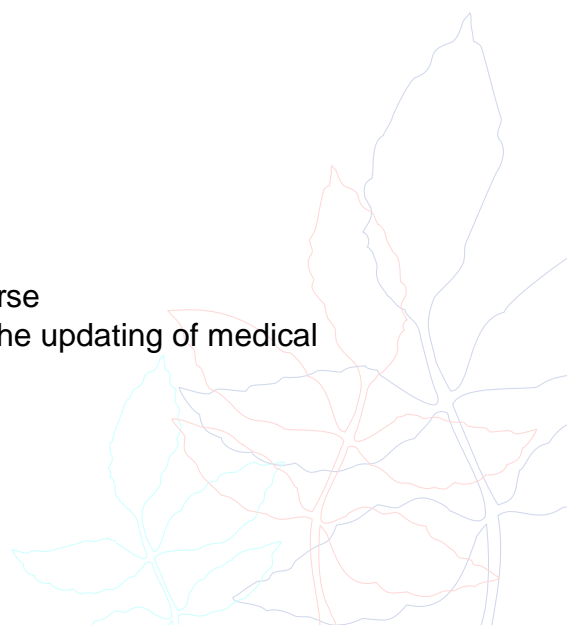
- First Aid Team
- Students
- College Nurse/First Aid Manager
- Office Administrator
- Staff
- Families

### **KEY RESPONSIBILITIES & DUTIES:**

#### **A. Key Tasks**

##### Professional

- Maintain appropriate qualifications
- Apply First Aid (HLTFA311A)
- Defibrillation
- Anaphylaxis
- Asthma
- Work with the First Aid Manager – College Nurse
- Competency with the computer systems for the updating of medical records.



### First Aid Services

- Maintain first aid room/facilities.
- Treat sick or injured children.
- Report head injuries to parents regardless of severity.
- Contact parents to pick up sick or injured children.
- Treat sick or injured staff members.
- Familiarisation and recording of specific medical needs of children.
- Informing staff of children in their care who have medical conditions.
- Ensure adequate spare clothing available for younger children who soil their clothes. Ensure action plans are current and update for relevant students.
- Liaise with First Aid Manger – College Nurse on any new training requirements.
- Follow the correct medical emergency policies and procedures, may include but not limited to liaising with paramedics and families.
- Ensure cleanliness of first aid room, with ensuring stock is kept up to date and placing order with following correct process.
- Attend school camps

### Displan/Emergency

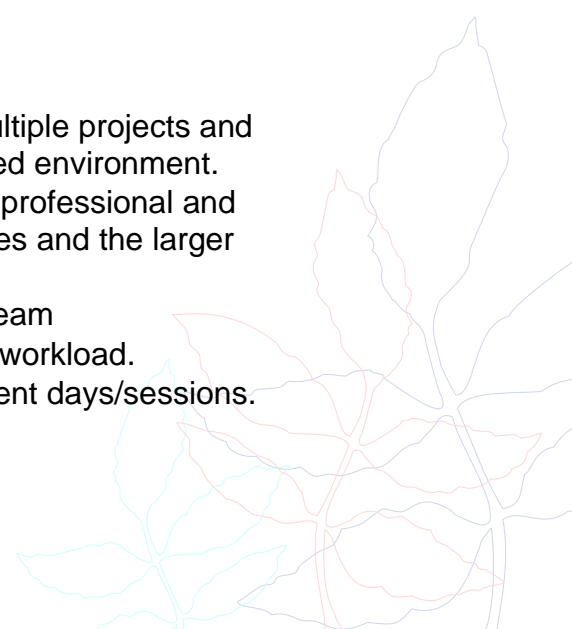
- Deal with the arrangements associated with emergencies including calling emergency services when required.
- Complete all documentation required when calling an ambulance.

### General Administration

- Ensure documentation of transfer students are up to date and inputted into the relevant database and inform relevant teachers.
- Ensure that the anaphylaxis boards are up to date at the beginning of the year and updated as necessary throughout the year. Inform First Aid Manger – College Nurse of any changes or updates to students and/or their medical / action plans.
- Prepare all excursions first aid kits and ensure teachers are aware of any high-risk students attending the excursion.
- Monitor and maintain all first aid kits
- Responsible for archiving and filing of all first aid documentation.
- As required, assist in student data maintenance.

### **B. Accountability**

- Ability to work to tight deadlines.
- Ability to work under pressure to manage multiple projects and completing deadlines in a busy and fast paced environment.
- Demonstrate a high level of communication, professional and interpersonal skills when relating staff, families and the larger community.
- Ability to work autonomously and/or part of team
- Strong organisational skill in prioritising own workload.
- Willingness to attend professional development days/sessions.



- Provide assistance to other team members and colleagues if or when required.

### **C. Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information, please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

### **D. General and Administrative**

- Provide a calm and welcoming environment that leaves a positive impression of the College
- Adhere to College policies, procedures and practices.
- Adhere to the College expectations regarding personal and professional presentation and dress.
- Participate and attend staff meetings.

### **OTHER DUTIES:**

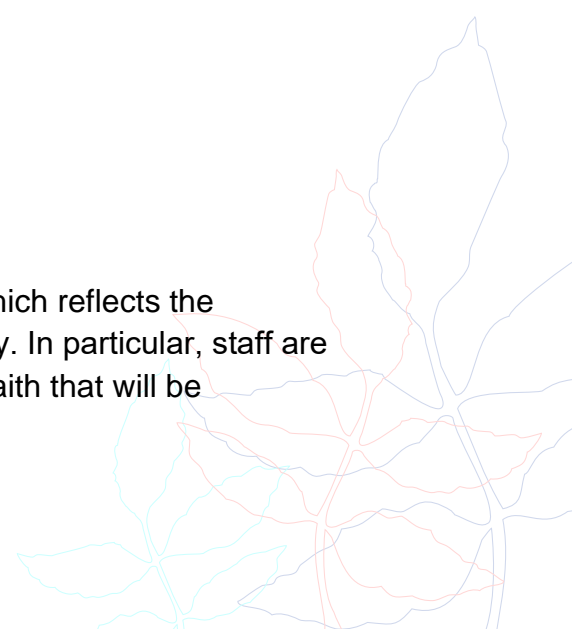
Any other assigned duties may be directed by the First Aid Manger – College Nurse or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform job productively and to the required professional standard. The ability to work effectively in a team, ensuring safety and good work practices at all times.

### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be



demonstrated in part by an active involvement in the wider Christian Church.

- Be Christian role models and examples to all people associated with the College.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

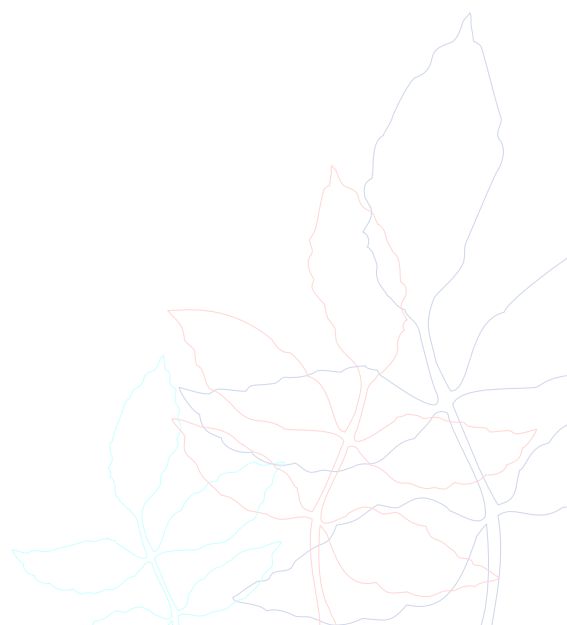
#### **REMUNERATION:**

The salary will reflect the position being applied for.

Annual performance and salary reviews will be conducted by the First Aid Manger – College Nurse

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Excellent written and verbal communication skills
- Solid organisational skills
- Valid WWCC 'E' & Police Check
- CPR and First Aid



**ATTACHMENT 'A'**  
**Key Relationships defined:**

<b>WITH</b>	<b>PURPOSE</b>	<b>FORM</b>
<b>First Aid Team</b>	Works with the First Aid Team to ensure safe and effective care for our students.	On an 'as needs basis'
<b>Students</b>	Provide First Aid to the student/s as required.	Regular
<b>College Nurse/First Aid Manager</b>	Report to and work with the College Nurse, for the purpose of providing information on student welfare/safety.	On an 'as needs basis'
<b>Office Administrator</b>	Work closely with the Office Administrators to ensure clear communication with parents and students as needed.	On an 'as needs basis'
<b>Staff</b>	Work closely with your colleagues to ensure learning opportunities and team-work.	On an 'as needs basis'
<b>Families</b>	Develop a working relationship with relevant families for the successful wellbeing & safety of their child/ren at the College.	On an 'as needs basis'

