



# First Aid Officer

Position reports to	School Nurse
Classification	C-4.1 General Staff, Southern Cross Grammar Enterprise Agreement 2023
FTE	0.65 FTE, Term-time only (TBC)

## Purpose

The First Aid Officer role sits within the Student Care team, and assists the School Nurse in supporting the healthcare needs of students and staff at the School

## Key Aspects of the Role

Act as the primary first aid officer, providing support to student health care including:

- Providing first aid to students and staff as required in accordance with school policies and procedures
- Administering authorised medications in accordance with school policies and procedures
- Communicating with parents/guardians regarding illness/injury related matters
- Caring for unwell students and contacting parents when necessary
- Ensuring the First Aid room is clean and hygienic, well-organised and maintained
- Maintaining accurate Synergetic staff and student medical or injury incidents and treatment reporting as required.
- Assisting with personal care for students with special care needs as required
- Attending sporting carnivals, after-hours events and excursions/camps to provide first aid as required.
- Assisting the School Nurse with the administration, stock control and ordering of supplies within budget for the first aid room.
- Maintaining school first aid kits
- Preparing and maintaining camp/excursion first aid kits
- Providing assistance as per management plans for ongoing health conditions including asthma, anaphylaxis, diabetes, allergies and epilepsy.
- Maintaining accurate and timely Synergetic records pertaining to staff training and compliance
- Assisting the School Nurse with the coordination, planning and implementation of the National Immunisation Program and staff flu vaccinations
- Assisting the School Nurse during emergencies
- Providing recommendations for improvement for the school's First Aid policy, and other medical-related policies as required

## Key Working Relationships

- School Nurse
- Head of Student Care
- Staff, students and School Community



## Work Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the School's health and safety policies and procedures
- participate Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

## Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the school's Child Safe Policies, Code of Conduct and any other policies and procedures relating to child safety, including Child Safe Standards
- Undertake annual training to maintain compliance with all child safety legislation, standards and regulations.

## Key Capabilities

### Essential:

- Current Working With Children check and National Police Check
- Current Level 3 First Aid and CPR Qualification
- Current certification in relation Asthma, Anaphylaxis and allergy care, Anaphylaxis verification, epilepsy and other medical conditions as required
- High level interpersonal, written and verbal communication skills
- Effective organisational and administration skills
- Genuine interest in the School, students and families in the School Community.

### Desirable:

- Prior experience working as a First Aid officer in a school environment
- Proficiency in Synergetic
- Current registration as a Division 2 Enrolled Nurse with the Australian Health Practitioner Regulation Authority

## Conditions of Employment

- Employment and leave provisions as outlined in the Southern Cross Grammar Agreement 2023
- Salary packaging benefits, and professional learning opportunities
- Employer Superannuation contributions as prescribed under the Superannuation Guarantee Legislation
- Southern Cross Grammar is an equal opportunity employer.