



Marist-Sion College – Warragul

Position Description

First Aid Officer

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning and life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Objective</p>	<p>To provide health support and first aid services to fulfil the College’s duty of care to students and staff. To assist administration staff on needs basis.</p>
<p>Organisational Relationships</p>	<p>Reports to: Administration Manager Supervises: Nil Internal Liaisons: Business Manager, Principal, Deputy Principals, Director of College Organisation, Reception staff, Teaching and Non-Teaching staff of the College External Liaisons: Members of the College Community and General Public. Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p>
<p>Responsibilities</p>	<p>Medical Management</p> <ul style="list-style-type: none"> • Keep medical records up to date, confidential and accurately recorded. • Manage medical action plans for students with medical needs e.g. asthma, allergies, diabetes etc. • Follow up and ensure student injury/incident reports are recorded and filed appropriately. • Advise teaching staff of students with medical alerts and medical management plans. • Develop and implement health care plans for students with specific medical conditions. <p>Consultation</p> <ul style="list-style-type: none"> • Liaise with parents, guardians, staff and medical professionals as appropriate. • Identify and assess the needs of students in health matters and take the necessary steps to ensure those needs are met. • Obtain all relevant student health documentation to support student health conditions. • Develop, implement and evaluate policies, procedures and guidelines.

STATEMENT OF DUTIES

Risk Management

- Liaise with Camps and Activities Administration Officer for College onsite/offsite activities.
- Liaise with College Registrar to access medical conditions for new students.
- Provide appropriate First Aid kits for all off-campus activities.
- Coordinate external first aid support for large events.
- Contact families of students with medical conditions which may affect a student's participation, to gather further information to support the student while offsite.
- Perform risk assessments for all students with Anaphylaxis.
- Coordinate administration of medication for offsite activities.
- Be available to attend some offsite activities to provide student health support.

First Aid

- Provide first aid in response to accidents and incidents on campus.
- Oversee and manage first aid in an emergency situation.
- Recommend the transfer of care to ambulance or medical services when the situation requires. In these circumstances a member of the Executive Team should be informed.
- Promote and assist in control of communicable diseases through preventative immunisation programs, early detection, surveillance and reporting of contagious diseases.
- Assist local shire with the coordination of student immunisation programs held at the College.
- Plan and provide first aid support on days when students are immunised.

Training

- Manage and schedule certified first aid training for all staff.
- Provide ongoing education to all staff regarding policies and procedures pertaining to student/staff health management.
- Present Anaphylaxis Management and Medical Alert Student awareness sessions at Staff Seminars.
- Provide Anaphylaxis training to Food Technology classes as required.

Medical Supplies

- Ensure that emergency medical first aid equipment is current, safe and functional.
- Maintain and restock all first aid kits and medical supplies.

Medication

- Administer daily medications to students, where prescribed, and liaise with family regarding these medications.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Ensure that all medications supplied by the student are within their use-by date, including medication used for emergencies. • Maintain Medication Register and ensure all medications are updated in the register on receipt and disposal. <p>Administration</p> <ul style="list-style-type: none"> • Undertake a variety of administration tasks under the direction of and in conjunction with, the Office Administrator. <p>These tasks may include;</p> <ul style="list-style-type: none"> ○ Providing general administrative and secretarial support to the College. ○ Data entry of student absences and recording of late arrivals and early departures. ○ Provide assistance to the work flows of College events. ○ Provide support to the Business Manager and Deputy Principals as required. <p>Occupational Health & Safety</p> <ul style="list-style-type: none"> • Comply with OH&S documentation, legislative and school policy requirements. • Maintain security of health records and supplies. • Maintain a working knowledge of Federal and State laws, and regulations affecting the delivery of school health services. • Complete incident reports where necessary for students and staff and examine individual situation to see if incident may have been preventable. • Recommend and implement school policies to comply with established health laws.
<p>Child Safety</p>	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Be open to professional development in your area of work. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve.
<p>General Duties</p>	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.• Demonstrate professional and collegiate relationships with colleagues.• Other duties as directed by the Principal.
Skills/Attributes	<ul style="list-style-type: none">• Leadership skills• Knowledge of own limits• Good research skills• Ability to relate to and empathise with a range of people• Good team working skills• Excellent communication skills• Sensitive listening and questioning skills• Ability to cope with emotionally demanding situations• Ability to work both on your own and with others

Selection Criteria

First Aid Officer

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission.
2. Commitment to Child Safety	<ul style="list-style-type: none">• Experience working with children.• A demonstrated understanding of child safety.• A demonstrated understanding of appropriate behaviours when engaging with children.• Be a suitable person to engage in child-connected work.• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">• Possess a suitable qualification in First Aid.• Competency and experience in assessment and administration of first aid.• Demonstrated experience in child public/school health or community health.• Demonstrated experience in risk management and competency in generating risk assessments.• Demonstrated experience in effective client record management.• A current motor vehicle driver's license. <p>Desirable:</p> <ul style="list-style-type: none">• Experience working in a secondary school environment.
4. Communication	<ul style="list-style-type: none">• Ability to communicate with a range of people in the school environment, family and other relevant service providers for the purpose of developing a plan of action for students identified with a health concern.• Confidently convey information clearly, considerate of others.• Able to develop documentation and correspondence written in a fluent and concise manner.
5. Interpersonal skills	<ul style="list-style-type: none">• Ability to deal with people on all levels, in particular the student body and members of the College Community.• Ability to see things from another's point of view and confirms understanding; negotiates and implements a well-planned course of action to achieve a specific impact.

6. Service Excellence	<ul style="list-style-type: none"> • Constantly looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same; makes specific changes in work methods to improve outcomes, quality and timeliness of service.
7. Emergency Management	<ul style="list-style-type: none"> • Ability to handle emergency situations in a careful and responsive manner. • Observe safe working practices and protect own and other's health and safety. • Ability to work as part of a team and independently when required.
8. Ability to maintain confidentiality	<ul style="list-style-type: none"> • A demonstrated understanding of confidentiality. • A demonstrated understanding of Mandatory Reporting. • Ability to maintain concise records, ensuring high standards. • Ability to adhere to policies and procedures, ensuring high standards.