



First Aid Officer

Marist-Sion College Warragul

Position Description

Position Information	
Classification Level and Category	Level 2, Category C – Education Support Employee under the DOSCEL Schools and Secretariat Agreement 2022
Strategic Pillar and Organisational Strand	Stewardship of Resources
Team Membership	Administration Team
Reports to	Administration Manager
Our College	
<p>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.</p> <p>Our mission is to provide an innovative education which integrates faith, learning and life in a welcoming community.</p> <p>Our vision is that students experience an education where they are known and loved, grow as life-long learners, and live as active citizens inspired by the principles of Catholic Social Teaching.</p>	
Position Objective	
<p>The First Aid Officer is a key member of the College’s wellbeing and support framework, responsible for delivering high-quality first aid and health services to students, staff, and visitors. This role combines strong organisational skills and attention to detail with a calm, people-centred approach, providing responsive care and support in line with College policies and regulatory requirements.</p> <p>The First Aid Officer manages the daily operations of the First Aid Centre, maintains accurate and confidential medical records, prepares health documentation for camps and excursions, and ensures medical supplies, equipment, and compliance obligations are current, contributing to a safe, supportive, and well-functioning College environment.</p> <p style="text-align: center;"><i>“Everyone’s talents and involvement are needed” (Pope Francis – Laudato Si’ 14)</i></p>	

Capabilities and Responsibilities	
First Aid	<ul style="list-style-type: none"> • 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.
Medical Management	<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. • 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.
Risk Management	<ul style="list-style-type: none"> • 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.
Training and Other	<ul style="list-style-type: none"> • 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. • Ensure that emergency medical first aid equipment is current, safe and functional. • Maintain and restock all first aid kits and medical supplies. • Administer daily medications to students, where prescribed, and liaise with family regarding these medications.

Capabilities and Responsibilities

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| | <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.• Undertake a variety of administration tasks under the direction of and in conjunction with, the Office Administrator. These tasks may include;<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 workflows of College events.○ Provide support to the Business Manager and Deputy Principals as required.• 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. |
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Selection Criteria	
Catholic Identity	<ul style="list-style-type: none"> • Ability to promote and uphold the Catholic Identity of the College.
Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills with students, staff and families. • Sound organisational skills with attention to detail and accuracy in record-keeping. • Ability to maintain confidentiality and discretion in handling sensitive information. • Calm, compassionate and professional manner when responding to student health needs. • Capacity to work both independently and collaboratively within a team environment. • Proficient in Microsoft Office and data management systems (e.g. Synergetic, SIMON). • Basic understanding of medical terminology and first aid procedures (training provided).
Education and Experience	<ul style="list-style-type: none"> • Current Level 2 First Aid Certificate (HLTAID011 or equivalent). • Current Anaphylaxis and Asthma Management Training. • Working with Children Check (Employee). • National Police Check (to be renewed every 5 years). • Understanding of Child Safe Standards and mandatory reporting obligations.
Child Safety	<ul style="list-style-type: none"> • Experience working with children. • Commitment to and understanding of child protection and child safety issues in schools. • Demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Demonstrated understanding of Mandatory Reporting.
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