

POSITION DESCRIPTION

First Aid Officer

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the
fullness of life”
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the First Aid Officer will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The First Aid Officer will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

PURPOSE OF POSITION

The First Aid Officer plays a critical role in supporting the health and safety of students through the provision of first aid services and management of student health requirements.

Working within the Student Services team, the First Aid Officer is responsible for coordinating student medical management plans, responding to student illnesses, injuries and medical emergencies, maintaining health records and supporting the effective operation of the College Health Centre.

The First Aid Officer contributes to a safe and supportive learning environment by ensuring compliance with relevant health, safety and child safety requirements and by working collaboratively with students, families, staff and external health professionals.

The First Aid Officer remains responsive to the needs of the students and staff, and to the requirements of relevant school policies and those of the Catholic Education Commission of Victoria (CECV) and Melbourne Archdiocese Catholic School (MACS).

KEY RESPONSIBILITIES

Medical Management

- Triage student attendees to the Health Centre and allocate class passes.
- Ensure student medical records are 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 in compliance with MACS policies.

Consultation

- 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 as per MACS policies and Guidelines.
- Develop, implement, and evaluate policies, procedures, and guidelines related to student health.

Risk Management

- Liaise with Camps and Excursions staff for college onsite/offsite activities.
- Liaise with the Enrolment Manager 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 and other serious medical conditions.
- Coordinate administration of medication for offsite activities.
- Be available to attend some offsite activities to provide student health support when required.

First Aid

- Provide first aid in response to accidents and incidents on campus.
- Oversee and manage first aid in an emergency.
- Recommend the transfer of care to ambulance or medical services when the situation requires. In these circumstances a member of the College Leadership 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

- Assist in the 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 Professional Learning Sessions.
- 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.
- Administer daily medications to students under MACS policies and guidelines, where prescribed, and liaise with family regarding these medications.
- 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.

Administration

Provide administrative support to the College under the direction of, and in collaboration with, College Leadership and the Student Services Team.

Key Responsibilities may include:

- Providing general administrative support across the College.
- Data entry relating to student absences, late arrivals and early departures.
- Providing additional administrative assistance as requested by the Deputy Principal – Students & Engagement.
- Attending Education Support staff meetings and whole staff meetings as required.
- Undertaking other duties as directed to support the operational needs of the College.

Occupational Health & Safety

- 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 and MACS policies to comply with established health laws.

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety. Such responsibility requires employees to:

- provide students with a child-safe environment
- 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
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

KEY SELECTION CRITERIA

The success applicant should be able to demonstrate:

- A commitment to supporting the Catholic ethos of the College and its mission.
- Highly effective written and verbal communication skills.
- Effective organisational skills to deliver outcomes and tasks within the required timeframe.
- Strong interpersonal and communication skills and capacity to develop and sustain productive relationships, both within the College and the outside community.
- Demonstrated ability to build positive and productive relationships with a diverse range of stakeholders.
- A high level of confidentiality and discretion
- Strong attention to detail with the ability to manage competing priorities and meet deadlines.
- An understanding and commitment to Child Safety.

EDUCATION AND EXPERIENCE

Essential:

- Experience in a health, first aid, nursing or similar role.
- Current Provide First Aid (FLTAID011) qualification.
- Current CPR certification.
- Demonstrated experience responding to medical incidents and emergencies.
- Strong administration, organisational and record-management skills.
- Proficiency in Microsoft Office applications including Word, Excel, OneNote and Microsoft Teams.
- Demonstrated ability to work collaboratively with students, families, staff and external health professionals.

Desirable:

- Advanced First Aid qualifications.
- Enrolled Nurse or Registered Nurse qualifications would be advantageous
- Experience working in a school or educational setting.
- Knowledge of student management systems such as SIMON.
- Experience managing student health plans and medication administration.

REPORTING RELATIONSHIPS

REPORTS TO: Deputy Principal – Student Engagement

ASSOCIATED RELATIONSHIPS: Principal, Deputy Principals, Heads of Students, Heads of Learning, Heads of Year, Director of College Organisation and other positions as appropriate.

POSITION CLASSIFICATION

- This is a full time (1.00 FTE), ongoing position.
- This role is classified as a 'Education Support Employee' with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (*CEMEA*) as amended.
- Must hold valid Working with Children Registration.
- This role is subject to ongoing review and may change to suit the requirements of John Paul College.

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All Education Support Employees must hold a current and valid employee Working with Children Registration.