



First Aid Officer Relief

POSITION SUMMARY

POSITION TITLE:	First Aid Officer Relief
AREA / DEPARTMENT:	Administration
RESPONSIBLE TO:	Officer Manager and First Aid Coordinator
ADDITIONAL KEY RELATIONSHIPS:	First Aid Officers Teachers Business Manager Head of Senior School Head of Junior School
EMPLOYMENT TYPE:	Casual

1. PRIMARY OBJECTIVES

- 1.1 To support and maintain the Christian ethos, demonstrate a dynamic Christian faith, demonstrate a unity of purpose and loyalty to all staff, and adhere to the policies and procedures of Oxley Christian College (**the College**).
- 1.2 Ability and willingness to work within a multi-disciplinary administrative team providing excellent support to teaching staff, students, parents/guardians and other visitors to the property.
- 1.3 To establish and maintain good relationships with other administrative team members, parents, teachers and other staff by recognising the contribution each member makes to the College.
- 1.4 To maintain your own personal appearance to a professional standard which is appropriate within the school setting and in accordance with the approved staff dress code.
- 1.5 To work within the boundaries of your qualifications and to be able to recognise the need for referral of patients/clients to either the College Welfare staff or to other appropriate providers, e.g. Ambulance, General Practitioner, CAT team.

2. DUTIES

2.1 Key duties

- a. Assess, plan, implement and evaluate first aid/healthcare needs of students and staff with other members of the teaching staff, parents/guardians and other practitioners as required.
- b. Manage the Student and Staff Medical Records, including appropriate health care medication plans.
- c. Maintain a high level of confidentiality and discretion.
- d. Work within the resources available for the first aid area in the provision of care and support for students, staff, parents/guardians and other visitors to the property.
- e. Provide accurate record keeping and documentation of all daily incidents, injuries and illnesses.

- f. Manage the first aid kits and mobile phone fleet and assign to camps, excursions, incursions and sporting activities and replenish stock on return.
- g. Act as a role model for students and be accountable for own conduct.
- h. Communicate and co-ordinate care needs of students by liaising with teachers, parents/guardians, relatives and other practitioners as required.
- i. Administer medication as requested by parents/guardians or qualified medical officer and to call for ambulance or other medical assistance in accordance with Oxley Policy and as required.
- j. Communicate with and act as an advocate between parents/guardians, relatives and significant others as needed.
- k. Communicate with doctors, ambulance officers, paramedics and other medical staff as required.
- l. Advise relevant staff of individual student needs, if changes occur.
- m. Addressing or presenting items (relevant to first aid) at staff meetings.
- n. Liaise with WorkSafe and/or Student Accident Insurer and provide service to parents in making claims for injuries.
- o. Review and report on accident claims and statistics through Synergetic for review by the College Council.
- p. Own education and professional goals by working towards maintenance and updating of skills and knowledge.
- q. Restock all First Aid supplies as necessary and maintain spending within the approved first aid budget.

2.2 Other duties

- a. Attend relevant meetings as required.
- b. Participate in projects related to student and staff care.
- c. Attend to other duties as directed by the Office Manager and to work collaboratively with and assist other members of the Administration team as required. (As this position is part of the Administration team, a staff member may be asked to fulfill a different function within the team environment, as required.)
- d. You may be required to use your own vehicle for attending emergencies on the College property. You will be required to hold a current Victorian driver's licence and have comprehensive car insurance.

3. CRITERIA

3.1 Essential

- a. Current certification in First Aid, Asthma and Anaphylaxis management with minimum qualifications of HLTAID011, 22578VIC and 22556VIC or equivalent.

3.2 Desirable

- a. Previous experience in the provision of First Aid is a distinct advantage.

4. OBLIGATIONS

4.1 Confidentiality

The employee must maintain a strict confidentiality with reference to all matters relating to students and staff, both within and outside the College in accordance with the provisions of State and Federal government legislation pertaining to the health and wellbeing of students, staff, parents/guardians and other visitors to the College property.

4.2 Health and safety

The employee is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of the employee in the workplace. (Occupational Health and Safety Act, Clause 25.)

The employee is required to maintain a thorough knowledge of emergency procedures and contacts.

4.3 Quality assurance

The employee is required to participate with the College in any Quality Assurance programs from time to time and to be committed to excellence in all aspects of care and cost containment within their area of responsibility as part of the administrative team.

4.4 Special requirements

The employee is required to attend College Open Days, Staff Dedication Services, and all other school public and after hours functions, if requested by the Principal.