

# TINTERN GRAMMAR

## POSITION DESCRIPTION

<b>Position:</b>	<b>First Aid Officer</b>
<b>Reporting to:</b>	<b>Director of Administration</b>
<b>Department:</b>	<b>Administration</b>
<b>Date:</b>	<b>November 2021</b>

### Primary Purpose

The First Aid Officer is primarily responsible for administering First Aid and medical referrals to all students in Years 7 – 12 and secondary teaching and administrative staff. The First Aid Officer is expected to display the School's vision, in relation to student welfare, public relations and customer service, in all dealings with both internal and external clients and all external organisations.

### Position in Context

The **First Aid Officer** is responsible for the provision of First Aid to the Secondary School.

### Freedom to Act / Autonomy

It is the responsibility of the First Aid Officer to inform the Director of Administration and Students immediately of any critical/unusual incidents and any potential issues relating to the health of individual students and staff that may arise in the course of the day. The First Aid Officer has a reasonable amount of autonomy in the day to day operations for administrative support, however, should seek direction and/or clarification from medical/paramedical experts for any serious injury or illness, or any incident or issue and any subsequent action which presents to, or occurs in, the First Aid room.

### Major Activities

1. First Aid
2. Lost Property

### Major Duties and Responsibilities

#### Lost Property

- Sort, check and return named items promptly through the Head of Secondary School or Middle School Coordinator.

#### First Aid

- Provide First Aid treatment to Secondary School students
- Organise the transfer of patients to the student's nominated General Practitioner or to Hospital via ambulance as necessary
- Manage the budget for Secondary School first aid supplies
- Responsible for ordering first aid supplies for first aid and other departments' first aid needs. Once invoiced, notifying finance so the appropriate adjustments can be made to departmental budgets
- Ensure that an up-to-date medical form is completed for every student on campus and that immunisation forms are received for all students and advise Secondary Heads of School of any students for whom these have not been completed
- Administration of Tintern Grammar's policy and procedure guidelines for Anaphylaxis
- Administration of Tintern Grammar's policy and procedures guidelines for Diabetes
- Administration of Tintern Grammar's policy and procedures guidelines for Asthma; specifically to ensure that an Asthma Management Plan has been submitted by the parent(s)/guardian(s) of any student who has been identified as an asthmatic
- Maintain the medical records database for students and staff

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- Develop and maintain office systems including comprehensive file management systems
- Maintain a location and contact directory of health services available within close proximity to the school
- Arrange appropriate storage of medications
- Ensure records of medical equipment are kept current and where appropriate, equipment is serviced at the required intervals
- Ensure that all instances in which students, staff or visitors to the School who have suffered injuries at school and who report to or are brought to the First Aid Office have appropriate OH&S documentation completed on their behalf
- Keep an updated record of the location of all medical equipment and supplies
- Co-ordinate health screening programs with relevant bodies, e.g. immunisation programs
- Support school activities, e.g. sports days, after consultation with the Director of Administration and Students
- Prior to any excursion or camp, ensure that First Aid kits are stocked adequately. Liaise with organiser to have medical forms as a hard copy or digital copy provided.
- Ensure that all First Aid bum bags used in the secondary sections of the School are adequately stocked prior to the return of students each term
- Deliver refresher updates for staff on Anaphylaxis and Asthma to meet VRQA requirements
- Assist with any audit requirements the school needs to complete periodically

## **Direct reports**

Nil

## **Contacts**

### Internal

Executive Assistant to the Principal  
Head of Secondary School  
Middle School Coordinator  
Assistant to Head of Secondary School  
Students  
Staff  
Facilities Staff

### External

Medical Providers  
Ambulance  
Hospitals  
Bus Companies  
Regulatory Bodies

## **Qualifications Required**

Current Level 2 First Aid certificate

## **Desirable Criteria**

Nursing experience and qualifications preferred

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## Skills/Competencies Required

Intermediate computing skills in Microsoft Word, Outlook, Excel and data base management preferably Synergetic

A courteous, patient and helpful manner

The ability to remain calm under pressure

Excellent organisational and time management skills

Commitment to promoting School

Commitment to excellent customer service

Strong oral and written communication skills

Collaborative team member

Enjoyment of, and ability to relate to young people

## Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

## OH&S

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

I have read and acknowledge the requirements of this position.

Signed..... Date.....