

## POSITION DESCRIPTION – FIRST AID OFFICER (PART-TIME)

### PHILOSOPHY STATEMENT

*St. John's Lutheran School is a family oriented and collaborative Christ focused school community. Our staff strive to keep abreast of current thinking in education and to integrate the "best of past practice" with the "best of what is current" that meets the diverse individual needs of the students in our care.*

*As a community at St. John's Lutheran School, we are committed to continually strive to provide the best possible learning/teaching environment and curriculum offering that is possible for the students in our care in accordance with the Alice Springs (Mparntwe) Education Declaration (2019).*

### SCHOOL MISSION AND VALUES

**MISSION:** Our school community is committed to providing quality education which endeavours to prepare children for the future in a caring supportive Christian environment.

**VALUES:**

*Christ* – We ask, "What would Jesus do?"

*Co-operation* – We co-operate with others.

*Communication* – We communicate in socially acceptable ways.

*Courtesy* – We use good manners in all situations.

*Consideration* – We respect the feelings and property of others.

*Care* – We care for ourselves, others and our world.

*Christian Leadership* – We serve, help and encourage others

### OBJECTIVE

The main objective of a First Aid Officer is to fulfil the role, accept responsibility and meet the appropriate duties as described within this statement; to do so in accordance with the school's mission statement, aims and values, and the Industrial Agreements thereby meeting the needs of the students in the teacher's care.

**ALL STAFF AT ST JOHN'S WILL WORK WITHIN:**

- The law applying to teachers
- School policies, regulations, and expectations
- The schools mission statement, philosophy and Christian ethos
- Workplace health and safety regulations and other regulations governing the school
- Industrial agreements as they apply from time to time.

## ROLE DESCRIPTION

The First Aid Officer is primarily responsible for administering First Aid and medical assistance to students in Prep to Year 12.

## DUTIES AND RESPONSIBILITIES

- Provide first aid to students across the school
- Organise the transfer of patients to the local hospital if required
- Responsible for ordering first aid supplies in First Aid Safety Spot, classrooms and administration.
- Ensure up to date medical information is kept and entered into students files on TASS
- Ensure appropriate training for staff for specific health needs such as diabetes
- Ensure Action plans and medical records are current and maintained and communicated to appropriate staff
- Attending to unwell or injured students
- Communicating with parents in regard needs of students during the day
- Maintaining records of attendance in Sick Bay
- Advising leadership staff when health issues need to be communicated to the wider school community
- Maintaining first aid supply packs for camps and excursions
- Documenting incidences or potential hazards if required
- Administer daily medications, where prescribed to students and keeping accurate records
- Be a Christian Role Model to the students and community and manage students with a style consistent with the Christian ethos of the school
- Participate in any relevant training or qualifications pertinent to the role
- Ensuring first aid processes are compliant with current regulations
- Maintain and adhere to all WHS standards
- Abide by the school's *Code of Conduct* and *Child Protection* policies.

## KEY CRITERIA

### Qualifications and Experience:

- Current Senior First Aid qualification
- Experience in first aid positions would be desirable
- Any further current qualifications that may assist in this role

### Skills:

- Takes Initiative
- Displays high level of organisational and time management skills
- Establishes effective working relationships with staff, students and parents
- Ability to exert calm authority in medical emergency situations
- Adequate computer skills required for the role