

First Aid Officer

Schools

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| Position number | generic |
| Agreement | Department of Education (School Support Officers) CSA General Agreement 2019 or as replaced. |
| Classification | Level 2 |
| Reports to | Manager (Level - various) |
| Direct reports | Nil |

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For more information on the Department of Education please visit: education.wa.edu.au.

Key responsibilities

- Is the primary contact for the management and administration of First Aid in the School.
- Contribute to the welfare of students, staff and volunteers by providing first aid as needed and within their level of training, experience, the Department's provisions on first aid in the workplace and the relevant Occupational Safety and Health Legislation.
- Develop and maintain effective working relationships.
- Attend school incursions as the First Aid Officer, when required.
- Supervise students with self-administration of prescribed medication, as documented.
- Coordinate with parent/guardian to collect sick or injured students and remain with students until parent/guardian arrives.
- Refer students to the Community Health Nurse, School Chaplain or School Psychologist at the request of the student or parent/guardian.
- Report injuries to the Principal and maintain a record of all injuries and illnesses where first aid has been provided.
- Maintain appropriate confidentiality relating to first aid matters.
- Act as a central point for communication and coordination between first aiders.
- Manage processes to ensure first aid qualifications remain current for first aiders.

- Check expiry dates on the contents of first aid kits regularly and makes arrangement for replenishment of items, including adrenaline auto-injections and salbutamol inhalers.
- Is the Incurring Officer for the first aid cost centre budget.
- Support the Schools health promotion framework(s).
- Attend professional development and training to maintain accreditation as a First Aid Officer and any other training required.
- Provide general clerical and administrative support, including preparing newsletters, notices, maintaining student attendance records and other correspondence.

Selection criteria

1. Demonstrated relevant knowledge and expertise in First Aid and associated qualifications.
2. Demonstrated sound interpersonal and communication skills with the ability to work collaboratively with staff at all levels and in emergency situations.
3. Demonstrated experience in effective record management, activity recording and ability to use a range of software applications.
4. Demonstrated sound organisational skills to develop effective administrative practices with the ability to work independently and to seek support when required and implement recommendations.

Eligibility and training requirements

Employees will be required to:

- hold a current certificate in Occupational First Aid (HLTSS00027)
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 9 September 2020
Reference D20/0450825