



# De La Salle College Malvern

## First Aid Officer

### POSITION DESCRIPTION



*De La Salle College Malvern is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.*

*De La Salle College Malvern is an equal opportunity employer.*

*“The young should be able to see in your wisdom how they should behave.”*

*St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)*

#### Role Purpose

The First Aid Officer supports the mission, vision and philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships and the safety and wellbeing of all students is at the forefront.

#### Key Areas of Responsibility

The main responsibilities of the position are;

- Provide effective initial treatment in the event of first aid triaging of students and staff and in emergency medical situations. This includes but is not limited to management of lacerations, abrasions, contusions, soft tissue injury, fractures, wound care, minor bleeding and emergencies including trauma, severe bleeding, anaphylaxis reactions, epilepsy episodes, asthma attacks and diabetic episodes.
- Manage sports injuries and confer with Sports Coaches to determine suitability of game-day performance dependent upon the injury.
- Maintain accurate records of treatments for reporting and legal documentation for every health centre presentation.
- Effectively communicate and liaise with school staff, parents, students, Doctors and Specialists in regard to any medical conditions relating to students.
- Maintain Medical Authority paperwork, including action plans, medication and equipment as required.
- Manage the dispensing of medication to students as required ensuring medication is only given to those students who have consent from their parents/guardians/carers.
- Co-ordinate and prepare student medical alert lists and distribute to staff as required.
- Complete incident reports where necessary for students and staff and examine the individual situations to see if the incidents may have been preventable.
- Provide informed and accurate information, instructions and recommendations in relation to students attending the Health Centre to the Deputy Principal Staff & Students, Directors of School, House Coordinators and Year Level Coordinators.
- Check all student medical forms prior to school camps, excursions, and ensuring appropriate medication and provide first aid kits for specific student needs for Camps, ACC Sporting Teams and Excursions.
- Ensure that all relevant medical information is communicated to staff attending school camps.
- Consult with Learning Diversity Leader regarding medical requirements for students with diversity needs.
- Maintain privacy and confidentiality of students and staff consistent with Child Safety Standards and Policies.
- Report Incidents that require notifying Worksafe and Health and Safety concerns to Business Manager/HR Manager.
- Ensure that health information regarding every student is current, comprehensive and clearly communicated to relevant members of the school community. This includes action plans for students with specific medical conditions such as anaphylaxis, asthma, allergies, epilepsy and diabetes.
- Liaise with College Registrar during the process of enrolment, to ensure that health information for each student is recorded correctly.
- Ensure that Deputy Principal Staff & Students and relevant Directors of School are informed as necessary about incidents of concern.
- Meets fortnightly with the Heads of School for briefing of students' health and pastoral care concerns.
- Ensure that appropriate standards of health care are maintained according to Melbourne Archdiocese Catholic Schools (MACS)/Victorian Catholic Education Authority (VCEA) standards of care.
- Consult with College Psychologists and make referrals as appropriate.
- Ordering of supplies as necessary, ensuring all three campuses are fully stocked to provide first aid to students and staff.
- Effective liaison with Stonnington Council to coordinate student immunisation program throughout the school year.

- Adhere to strict hygiene requirements at all times including personal protection processes.
- Dispose of human excrements, blood and other bodily fluids via clinical waste disposal units.
- Review MACS/VCEA CEVN for Principal Circulars regarding all health matters.
- Provide articles for Duce on health related concerns, trends & procedures.
- Maintain register of student epipens ensuring current expiry dates.

## Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

## Occupational Health & Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

## Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews.

The First Aid Officer will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal.

## Criteria

### Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

## **Knowledge, Experience and Skills**

- **Qualification in Nursing or Paramedicine is required**
- Previous experience in a similar role
- First Aid Qualification
- The ability to analyse, plan and communicate all health matters.
- High level interpersonal skills, the ability to build relationships at all levels within an organisation and work within a team
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail
- Previous work in an educational setting would be advantageous but not essential.

## **Accountability**

**Reports to:** Deputy Principal Staff & Students  
**Internal liaisons:** Students, staff and parents  
**External liaisons:** Contractors and suppliers

## **Conditions**

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Employer Agreement 2022.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

**Classification:** Education Support Officer Category B  
**Employment Status:** Ongoing  
**Time Fraction:** Part Time  
**Hours of Work:** 10:00am – 2:30pm, Monday to Friday  
**Leave:** 12 weeks annual leave

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.