



**Loyola College
Position Description
FIRST AID OFFICER**

The First Aid Officer performs a variety of functions to support the wellbeing of students and staff and is a member of the Student Services Faculty.

Specific Duties:

- Provide First Aid to students
- Keep the Deputy Principal Staff and Compliance and the Deputy Principal Students informed of major incidents i.e., ambulance calls, WorkSafe related incidents
- Meet with parents/guardians to develop, monitor, and review annual Medical Management Plans for conditions such as anaphylaxis, epilepsy, diabetes, asthma, etc.
- Keep accurate records of First Aid attendance and medical management plans
- Notify parents/guardians of their child's illness or injury
- Email parents to notify them of a student visit to First Aid.
- Order and maintain First Aid supplies
- Replenish First Aid kits for external activities
- Update medical alert information across different formats including the school's operating system (LMS and Synergetic), in the First Aid room, Staffrooms and other locations throughout the College.
- Maintain EpiPen Register
- Alert parents of EpiPen expiry dates
- Ensure EpiPens and defibrillators are maintained across the College.
- Work closely with the First Aid Co-ordinator
- Liaise with other members of staff such as Head of Student Services, Heads of House and Mentors regarding student health needs
- Attend College events as required and provide adequate First Aid support.
- Verifying staff Anaphylaxis Certificates of Competency

Personal Attributes:

- Excellent communication skills, both written and verbal
- Confidence to meet with parents and guardians
- Discretion and confidentiality
- Digital proficiency and competency in the use of the Microsoft Office Suite

Selection Criteria:

- Minimum of a Level II Certificate in First Aid (HLTAID011) is to be renewed every three years and a willingness to undertake further training as required. In addition, the refresher in Provide Cardiopulmonary Resuscitation (CPR) HLTAID009 must be completed each year.
- Experience in a First Aid role
- Experience and/or interest in working with students and teachers within the environment of a secondary school
- Excellent written and oral communication skills

- Demonstrated ability to work flexibly as a member of a team, and to carry out each of the specified duties with a minimum of supervision

Hours of Work:

The First Aid Officer is a part time position of 19 hours per week across five days Monday - Friday
10:30am – 2:30pm

Leave:

The position is a School Services Officer position Category 'B' which includes all school holidays.

Salary, conditions and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2022 apply to this position
- Salary range is ES Level 2
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- *Category B* – All school holidays with the exception of 'Recall' days (refer to Clause 25.9)
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College, and is granted at the discretion of the Principal.
- Salary sacrifice options (such as Superannuation) as approved by the Principal

Child Safety:

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.