



HEALTH AND FIRST AID OFFICER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Health and First Aid Officer is responsible for the health care of students including the provision of health care, administration of school-based medication and procedures, provision of first aid to students and staff, management of student health management plans, administration of confidential medical profile records and the maintenance of the first aid rooms, including first aid supplies.

The Health and First Aid Officer promotes the philosophy of the College as outlined in the Mission and Vision Statement. The Health and First Aid Officer will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and Code of Conduct, and any other policies or procedures relating to Child Safety.

KEY RESPONSIBILITIES

Provision of Health Care/First Aid

- Provide first aid to unwell or injured students appropriate to their needs and the situation.
- Be on call for first aid assistance throughout the school day.
- Provide support and assistance to students with chronic conditions such as anaphylaxis, asthma and diabetes, as outlined in individual medical management plans.
- Provide education to staff about students' individual medical needs.
- Administer medication to students as authorised or as communicated by parents or carers, according to College policy and procedures.
- Liaise and communicate with parents or carers about the health needs of their child/ren.
- Liaise with parents or carers, teachers, counsellors, Year Level Leaders and the Deputy Principals about the health needs of students, as necessary.
- Attend College events/activities such as House Carnivals to provide first aid.
- Coordinate immunisation programs and be the College liaison with Monash Council or other relevant authorities.

Student Medical Information

- Oversee the administration of accurate and up-to-date student medical information including:
 - liaison with parents and carers who have yet to provide medical information.
 - liaison with parents and carers who are having difficulties completing medical information.

- Ensure annual and newly diagnosed student health management plans are completed and uploaded as per College processes (i.e. SIMON student profile, Front Office student medication storage).
- Ensure medical episodes at school or school events are followed up by parents and carers with an updated medical management plan as appropriate to the condition and incident.
- Monitor and maintain an up-to-date visual list of students with medical conditions, including but not limited to anaphylaxis, asthma, diabetes, epilepsy etc. Ensure that such lists are readily accessible to staff.
- Monitor and maintain a register of up-to-date ASCIA and Medical Action Plans for students with critical medical conditions.
- Ensure each stored student medication is accompanied by an Own Medication Authority Form and plans as stipulated by appropriate College policy.
- Ensure student's own medication is stored in a safe, easily accessible location near first aid facilities.
- Ensure each student's own medication is included in first aid supplies for all offsite activities.

Activities, Camps & Excursions

- Complete appropriate offsite checklists and assist in completion of risk assessments.
- Review all student medical records required by teaching staff for excursions, camps, overseas trips and other College activities.
- Advise/brief staff prior to the event about students with special medical/health requirements.
- Prepare student medication and first aid kits prior to events.

First Aid Supplies

- Monitor and maintain first aid facilities ensuring they are appropriately equipped and maintained.
- Maintain College medical equipment and first aid kits.
- Order medical supplies and first aid supplies as per Department of Education schools first aid guidelines.
- Ensure that adequate and current first aid kits and medical equipment are located strategically within the College and that kits are made available for offsite activities.
- Oversee regular servicing/testing of medical equipment such as the College defibrillator/s.
- Purchase and store College general adrenaline autoinjectors (EpiPen) and ensure they are:
 - stored correctly and are readily accessible.
 - stored in an unlocked location, away from direct light and heat.
 - clearly distinguished as being for general use only.
 - signed in and out when taken from their usual place, e.g. camps or excursions etc.

Health, Safety and Compliance

- Complete incident reports as required for students and staff.
- Monitor and report work health and safety risks and incidents.
- Be a member of the Occupational Health & Safety Committee and report any student or workplace practice or facilities that are considered to be unsafe or of potential danger.
- Manage Return to Work processes for staff.
- Ensure Ministerial Orders are adhered to, and relevant MACS Care, Safety and Wellbeing of Students policies are updated and implemented.
- Maintain an up-to-date list of staff members who hold current First Aid/CPR qualifications and advise the Deputy Principal Staff of staff needing to update the currency of their certification.
- Arrange for delivery of staff anaphylaxis management training and verification and briefings as per Ministerial Order 706.
- Arrange for delivery of staff training and briefings relevant to first aid and asthma.
- Arrange staff vaccination programs.

General and Administrative Duties

- Contribute to College communications such as the newsletter on health related concerns, trends and procedures.
- Assist in the Administration Office and with administration tasks as required.
- Demonstrate duty of care to students in relation to the physical and mental wellbeing.

QUALIFICATIONS, EXPERIENCE & SKILLS

Qualifications

- Appropriate/relevant health certifications or qualifications such as Diploma in Nursing.
- Current First Aid (incorporating CPR, asthma and anaphylaxis).
- Accreditation in Verifying the Correct Use of Adrenaline Injector Devices.

Experience

- Experience working in an education environment or with adolescents.
- Experience using Microsoft Office 365 and database systems such as Synergetic.

Skills

- Excellent verbal, written and communication skills with the ability to interact confidently and sensitively with students, staff and parents and establish positive working relationships.
- Ability to maintain high levels of confidentiality and professional conduct.
- Skilled in assessing and responding to health issues as they present, working with efficiency and accuracy under minimum supervision.
- Capacity to work to tight timelines.
- Excellent organisational skills including strong attention to detail.
- Proven time-management skills.

VARIATION TO ROLE

The Principal, or delegate, may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Students
Internal Liaisons	Leadership Team, Student Health and Wellbeing Team, staff, students and parents
External Liaisons	Professional associations, MACS school nurse networks, local community health services and medical providers.
Conditions	Education Support Officer - Category B (Level dependent on qualifications and experience) Full Time Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	Ongoing