



Role Description

Senior First Aid Officer

CLASSIFICATION:	TIME ALLOCATION:	REPORTS TO:
Education Support Officer Category B, Level 2	3 days per week, (0.6 FTE)	Deputy Principal Student Wellbeing
APPOINTMENT TERMS:		
Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022		



POSITION PURPOSE

The key role of the Health Centre Team is to provide primary and emergency health care to our students and preventative health care to assist Avila to better support the health needs of our students. The Health Centre Team need to display sensitivity, flexibility, and confidentiality in their dealings with students, staff, and parents/guardians.

The accountabilities within the role are as follows but not limited to



First Aid | Emergency Services

- ▶ Provides general health care and first aid to students.
- ▶ Operate the Health Centre efficiently, maintaining a clean and well organised room.
- ▶ Establish and maintains accurate and comprehensive student medical information/data, including medical history and obtaining further details from parents/guardians as necessary.
- ▶ Record and follow up health, injury or risk incident information.
- ▶ Management of all student EpiPens including requesting replacements (due to expire dates) from parents/guardians.
- ▶ Implement crisis interventions and critical incident management as necessary eg. contacting emergency services
- ▶ Maintain accurate electronic records of student attendance and treatment given at the Health Centre
- ▶ Maintain and provide first aid supplies for all school activities including camps, sports and events.
- ▶ Attend and provides first aid support at College events
- ▶ Implement, co-ordinate and document comprehensive, safe and effective first aid interventions for students with chronic health issues eg. Asthma, anaphylaxis, diabetes and administer eg. Ventolin, prescribed medication according to medical action plans and College policy.

- ▶ Create and maximise opportunities to disseminate information about students' health care.
- ▶ Establish and maintain medical records, management plans (soft and hard copies) and medicine kept at the College for student use ensuring they are kept up-to-date, confidential and accurate (e.g. diabetes, seizures, food allergies, asthma)
- ▶ Liaise with parents/guardians regarding student medical requirements, and action plans.
- ▶ Promote the prevention and control of communicable disease.
- ▶ Attend professional development to actively seek opportunities to increase knowledge, experience and skills held.
- ▶ Manage Anaphylaxis, First Aid and Asthma training for staff.
- ▶ Plan, order and maintain first aid supplies and kits.
- ▶ Maintain heat packs, towels etc
- ▶ Prepare and publish a confidential internal list of students with health issues.
- ▶ Prepare and present bi-annual presentation to staff re students with health issues.
- ▶ Other duties as directed by the Principal

Compliance, Resources and Organisation

- ▶ Comply with and promote all applicable MACS policies and procedures for Child Safety and Wellbeing, and OH&S in the workplace.
- ▶ Plan and organise workflow to accomplish established objectives.
- ▶ Use school property resources and technology in a proper and safe manner in accordance with appropriate standards policies and procedures
- ▶ Consider the environment and minimise waste.

Team Memberships and Relationships

- ▶ Team Memberships
 - Health Centre Team
 - Wellbeing Team
 - Education Support Officers
- ▶ Relationships Internal
 - Deputy Principal Student Wellbeing
 - Reception
 - Staff
 - Students
- ▶ Relationships External
 - Broader school community
 - Suppliers

Position requirements

Knowledge and Skills

- ▶ Adolescent Health or Senior First Aid experience along with experience with handling and control of medicines, medical supplies and equipment
- ▶ Well-developed analytical skills.
- ▶ Excellent time management, planning and organisational skills with capability to multitask across simultaneous priorities
- ▶ Excellent written and verbal communication skills
- ▶ Meticulous attention to detail.

- ▶ Proven ability to operate effectively both independently with a high degree of initiative and as part of a small team being willing to share knowledge and to be flexible.
- ▶ Experience using Synergetic and SIMON is advantageous



Qualifications and Experience

- ▶ Advanced First Aid qualification
- ▶ Verifying the Correct use of Adrenaline Injector Devices course *or willingness to complete*
- ▶ Occupational Health and Safety First Aid *or willingness to complete*



General requirements for non- teaching staff

- ▶ Current Employee Working With Children Check or ability to attain.
- ▶ National Police Check current to within two (2) years or ability to attain.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.



School wide accountabilities for all staff

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in duty supervision as rostered and other supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



- For further information regarding this position, please contact People and Culture 9831 9636
hr@avilacollege.vic.edu.au



Avila
College

MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.

We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.

We teach, guide and support our girls to achieve that vision for themselves.

We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

VISION STATEMENT

We inspire our girls today to become successful women tomorrow.