

## School First Aid Officer

### Position Description

<b>Area of Employment</b>	School First Aid Officer
<b>Status and Tenure</b>	Permanent Part Time (0.45 fte)
<b>Position Reporting To</b>	Deputy Principal – Wellbeing and Student Experience
<b>Accountability</b>	Director of Corporate Services
<b>Classification</b>	Woodcroft College Enterprise Agreement 2023 Grade 4
<b>Hours of Duty</b>	Monday to Friday (10.30 am to 2.30 pm) 20 Hours Per Week 40 Weeks Per Year

### About Woodcroft College

Woodcroft College is an independent coeducational Anglican school located in Morphett Vale. Established in 1989, Woodcroft welcomes students from ELC to Year 12 into a progressive, engaged, and energetic learning community.

The College offers a broad curriculum complemented by an extra-curricular program designed to encourage students at all year levels to explore and understand their potential. Our commitment is to help every student *Find Their Remarkable*.

Woodcroft is known for its strong sense of community, a positive values-based culture and a learning and teaching environment driven by Guiding Principles.

The school enjoys an enviable reputation and attracts families from across the southern region of Adelaide. Enrolments have grown to 1,430 students and the College employs 195 staff.

Woodcroft College is committed to recruiting and retaining high quality staff with an Enterprise Agreement offering favourable conditions including competitive salaries and favourable leave provisions.

To learn more about Woodcroft, please visit our website: [www.woodcroft.sa.edu.au](http://www.woodcroft.sa.edu.au).

### Values

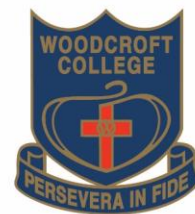
**Inspire Confidence:** At the very heart of Woodcroft College is a desire to inspire confidence in our students and each other.

**Generous Spirit:** As a school founded in the Anglican tradition of kindness and compassion, Woodcroft College is recognised for its spirit of generosity, social justice, and service.

**Keep Growing:** A future-focused, growth mindset is a fundamental characteristic of healthy, happy individuals - and it is a central tenet for all at Woodcroft.

**Real Connection:** Woodcroft is home to a close-knit community of educators, students, and their families.





## Position Objective

The School First Aid Officer is responsible for the provision of first aid services and health information to the College community.

## Reporting and Working Relationships

The School First Aid Officer is a member of a collaborative team and reports directly to the Deputy Principal – Wellbeing and Student Experience, with Accountability to the Director of Corporate Services.

## PART A

### Key Areas of Responsibilities

#### **Contribute to the provision of first aid and emergency services to students, staff, and volunteers by:**

- Administering the appropriate first aid to students, staff, and volunteers.
- Planning, ordering, and maintaining first aid supplies and kits.
- Maintaining all equipment and the cleanliness of the sickrooms.
- Administering Ventolin, nebulisers, Epipens, prescribed medication etc, according to medical action plans and College policies.
- Establishing and maintaining medical records (paper and computer based) and medication kept at the College for student use.
- Maintain Senior First Aid qualifications including regular anaphylaxis, and asthma training.
- Liaising with parents and medical practitioners regarding student medication requirements, medical action plans or referral to a health care professional or hospital.
- Liaising with staff, students, and parents to arrange transfers to a hospital, medical centre or home, in accordance with College policies and/ or accepted first aid practice.
- Maintaining staff and student privacy and confidentiality.
- Referring appropriate matters to the Principal, Heads of School and Counsellors as required.
- Assisting other Senior First Aid Officers in times of emergency.

#### **Contribute to the welfare of students, staff, and volunteers by:**

- Promoting the prevention and control of communicable disease.
- Managing school-based immunisation programs in conjunction with service providers.
- Researching changes to practice and networking with other school first aid officers to identify potential changes to College policy or procedures.

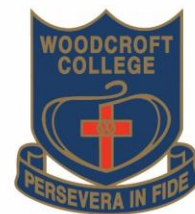
#### **Contribute to a safe and healthy workplace for staff, students, volunteers, and parents by:**

- Following WHS instructions and policies.
- Reporting accidents and hazards.
- Caring for own safety and that of others, including volunteers, students and parents that may possibly be affected by actions or inaction.
- Participate in rehabilitation and return to work programs.

### Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.





## **PART B**

### **Essential Requirements**

- Senior First Aid.
- Provide First Aid in an Education and Care Setting.
- Knowledge of handling and control of medicine, medical supplies, and equipment.

### **Personal Attributes**

- Customer service ethos and positive mindset.
- Demonstrated administrative skills.
- Highly developed organisational and time management skills.
- Ability to use initiative.
- Ability to work as part of a team as required.
- Ability to handle the physical work associated with first aid.
- Ability to handle emergency situations in an empathetic and responsive manner.
- Ability to prepare and manage a budget.
- Supportive of the Christian ethos of the College and a commitment to independent education.

## **PART C**

### **Mandatory Requirements**

#### **Certification**

- Current Working with Children Check (WWCC).
- Current National Police Clearance.
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).
- Current First Aid Certificates.

