FIRST AID JOB DESCRIPTION

AIM: First Aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services. It includes emergency treatment, maintenance of records, dressing of injuries, recognition and reporting of health hazards and participation in safety programs.

Good communication skills are required for liaising with Staff, Parents/Carers and Students. A caring and supportive nature, good organizational skills and ability to multi-task is essential.

Responsibilities:

- Provide first aid assistance to students and staff.
- Keep a record of all students who attend First Aid.
- Presenting symptoms and necessary treatment and action taken is to be recorded in First Aid Register and entered into Sickbay Maintenance section in Maze program and emailed to Co-ordinators at the end of the day.
- Serious illness/accident is to be recorded by completing an Incident/Accident Report. A copy of this Report is supplied to the Deputy Principal and the Business Manager.
- Maintain First Aid area in a hygienic manner according to Infection Control guidelines.
- Maintain First Aid Kits for sport teams, Cypress Lodge, classes and other public areas. Supplying First Aid kits for overseas travel in accordance with travel guidelines.
- Maintain and order supplies for First Aid Centre.
- Assist with toileting of muscular dystrophy student(s).
- Liaise with House/ Level Co-ordinators, Jnr. & Snr. School Deputies for Student Management, Student Welfare personnel, regarding incidents, illnesses and behavioural issues.
- Anaphylaxis: Epipens and Action Plans to be kept current. Advise staff of Anaphylaxis students and provide photo displays of Anaphylaxis students to nominated areas.
- Asthma: Maintain and update Asthma Plans – provide emergency asthma treatment to students and staff in accordance with Schools Asthma Plan.
- Diabetes: Provide immediate diabetic management of student and staff in accordance with individual Diabetes Plan. Maintain diabetic supplies. Advise staff of Diabetic Students and provide photo displays of Diabetic Students to the nominated areas.
- Provide information to staff of any medical condition which is life threatening to a student by offering assistance and Emergency Response procedures.
- Follow the guidelines as set out in the Health & Safety Policy – First Aid.

ADMINISTRATION:

- Data entry of Medical Information on Student Medical Profile forms to be completed prior to the commencement of Yr. 7 students and all new students from other levels.
- Maintain up to date medical information of all Students and Staff with known medical conditions.
- Maintain up to date Epipens and Medication for students with Anaphylaxis by advising parents/carers in writing one month prior to expiry date.
- Appropriate yearly professional development for the management of Anaphylaxis, Asthma and Diabetes.
- Attend Occ Health & Safety Meetings and prepare First Aid Attendance Report for meeting.
- Provide assistance when required for the Administration Office.
- Support Lost Property Office when unattended.
- Maintain register of First Aid Kits and restocked dates in accordance with the Audit Report.
- Support the administration staff with Reception duties, data entry and the typing of documents for different departments.
- Other duties as direct by the Principal.