

Position Description



Position: **First Aid Officer/Nurse**

Reporting to: Business Manager

Type of Position: Permanent

Review Date: February 2024

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the First Aid Officer/Nurse frequently interacts with staff and the wider College community during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

POSITION OVERVIEW:

The First Aid Officer/Nurse will have primary responsibility for providing health support and first aid services to fulfil the College’s duty of care to students and staff. To assist administration staff on needs basis.

POSITION RESPONSIBILITIES:

Medical Management

- Keep medical records up to date, confidential and accurately recorded.
- Manage medical action plans for students with medical needs e.g. asthma, allergies, diabetes etc.
- Follow up and ensure student injury/incident reports are recorded and filed appropriately.
- Advise teaching staff of students with medical alerts and medical management plans.
- Develop and implement individual management plans for students with specific medical conditions.

Consultation

- Liaise with parents, carers, staff and medical professionals as appropriate.
- Obtain all relevant student health documentation to support student health conditions.
- Develop, implement and evaluate policies, procedures and guidelines.

Risk Management

- Liaise with Camps and Excursions coordinator for College onsite/offsite activities.
- Provide appropriate First Aid kits for all off-campus activities.
- Coordinate external first aid support for large events.
- Coordinate administration of medication for offsite activities.
- Be available to attend some offsite activities to provide student health support, if required.

First Aid

- Provide first aid in response to accidents and incidents on campus.
- Oversee and manage first aid in an emergency situation.
- Recommend the transfer of care to ambulance or medical services when the situation requires. In these circumstances a member of the College Leadership Team should be informed.
- Promote and assist in control of communicable diseases through preventative immunisation programs, early detection, surveillance and reporting of contagious diseases.
- Assist local council with the coordination of student immunisation programs held at the College.

Training

- Manage and schedule certified first aid training for all staff.
- Provide ongoing education to all staff regarding policies and procedures pertaining to student/staff health management.
- Present Anaphylaxis Management and Medical Alert Student awareness sessions at Staff Seminars.
- Provide Anaphylaxis training to Food Technology classes as required.

Medical Supplies

- Ensure that emergency medical first aid equipment is current, safe and functional.
- Maintain and restock all first aid kits and medical supplies.

Medication

- Administer daily medications to students, where prescribed, and liaise with family regarding these medications.
- Ensure that all medications supplied by the student are in the original package and within their use-by date, including medication used for emergencies.
- Maintain Medication Register and ensure all medications are updated in the register on receipt and disposal.

Occupational Health & Safety

- Comply with OH&S documentation, legislative and school policy requirements.
- Maintain security of health records and supplies.
- Maintain a working knowledge of Commonwealth and State laws, and regulations affecting the delivery of school health services.
- Complete incident reports where necessary for students and staff and examine individual situation to see if incident may have been preventable.

Other Duties

- Perform various other duties as required by the Business Manager

PERSON SPECIFICATIONS:

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of the Christian church
- Leadership skills
- Knowledge of own limits
- Ability to relate to and empathise with a range of people
- Good team working skills
- Excellent communication skills
- Sensitive listening and questioning skills
- Ability to cope with emotionally demanding situations
- Ability to work both on your own and with others
- Adherence to and acceptance of the College's Statement of Beliefs is an essential condition of employment.

POSITION REQUIREMENTS:

Essential Criteria

- Current Senior First Aid qualification
- Experience as a First Aid Officer or in a similar role
- Demonstrated experience in child public/school health or community health.
- Demonstrated experience in effective record management.
- A current motor vehicle driver's license.

Desirable Criteria

- Registered nurse or further AQF First Aid Certification
- Computer skills in the MS Office suite including Word, PowerPoint and Excel
- Previous work in an educational setting.

- Understanding of legislative requirements

REPORTING

- In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager (the Supervisor).

It is a requirement of this position that the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct, including the Child Safe Standards, are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.