Job Description
Casual and On Call School First Aid Assistant

ŌTŪMOETAI COLLEGE
Kia māramahia te ora e te akoranga

Please refer to Clause 3.2 Job Descriptions of the Support Staff Collective Agreement

Position Title	Casual and On Call School First Aid Assistant
Reports to	HOD of Counselling
Working Relationships	Principal, SLT, Staff & Students, Counsellors, PHO Nurse, Doctor, Physiotherapist

Employment Status: 5 hours per week (1 hour per day) plus on call as required.

Purpose of the position

To provide first aid services to students and staff to cover meal breaks of our regular first aid staff. Availability to be on call and cover any whole day staff absences.

Key Responsibilities	Appraisal Indicators
Health Management	Attend to students medical issues in a timely & professional manner.
Records/Administration	Keep accurate records on Kamar of students' health

Tasks and Duties

Health Management
- Attend to all staff & students that come the Wellness Centre, provide care as required.
- Contact caregivers when students should go home or require further treatment.
- Ensure proper disposal of waste products.

Records/Administration
- Keep accurate records of treatments provided on Kamar.
- Report all incidents/accidents & notify HOD of Counselling.
- Issue appointments for walk-ins for the PHO Nurse, Counselling team, Doctor and Physiotherapist.

General Responsibilities

Health & Safety & Wellbeing

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Understanding and honouring the Tiriti o Waitangi In all actions and decision making, relating to partnership, participation and protection.
- Contribute to a safe working & learning environment
  - Practicing safe work methods
  - Proper use of safety equipment
  - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed by / Date:	