

Job Description

School First Aid Assistant



Please refer to Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)

Position Title	School First Aid Assistant
Reports to	HOD of Counselling / Assistant Principal in Charge of Wellness
Working Relationships	Principal, SLT, Staff & Students, Counsellors, PHO Nurse, Doctor, Physiotherapist

Employment Status: 1 hour per day. Between 11.00 to 12.30pm

Purpose of the position

To provide first aid services to students & staff to cover meal breaks of our regular first aid staff.

Key Responsibilities	Appraisal Indicators
Health Management	Attend to students medical issues in a timely & professional manner.
Records/Administration	Keep accurate records on Kamar of student's 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 and Assistant Principal of Wellness Centre.
- 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
- 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:	