

# 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 Counselling/Assistant Principal in Charge of Wellness
Working Relationships	Principal, SLT, Staff & Students, Counsellors, PHO Nurse, Doctor, Physiotherapist

**Employment Status:** Part-time | 19.5 hours per week | Term Time only. Not required to work Teacher Only days & Parent/Teacher Interview days.

### Purpose of the position

To provide first aid services to students & staff & day-to-day referrals & management of the Wellness Centre

Key Responsibilities	Appraisal Indicators
Health Management	Attend to students wellbeing and health concerns 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.
- Order & maintain all first aid & medical supplies.
- Monthly check of all AED's on site.
- Ensure proper disposal of waste products.
- Proactively manage & support students with long term medical conditions.
- Refer student or staff needs if beyond scope of first aid assistant to PHO nurse, parent or call ambulance if required in consultation with manager.

#### **Records/Administration**

- Keep accurate records of treatments done and health notes on Kamar.
- Report all incidents/accidents in the Health & Safety Hazards register & notify HOD of Counselling.
- Issue appointments for walk-ins for the PHO Nurse, Guidance team, Doctor and Physiotherapist & other external health providers.

## **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:	