

## First Aid Officer

### Role Description

The First Aid Officer plays a crucial role in supporting the health, safety and wellbeing of students within the school community. This position is responsible for providing timely and effective first aid care, managing medical incidents and maintaining accurate health records and first aid supplies. The First Aid Officer also provides relief and back-up support to Reception, ensuring the efficient and professional functioning of the school

The First Aid Officer role reports to the Student Services Coordinator. This is a full-time position (Monday – Friday, 8:15am – 4:15pm), 42 weeks a year and 4 weeks annual leave.

### Key Responsibilities

#### Kindergarten – Year 10 First Aid

- ❖ Provide first aid and emergency care in accordance with school policies, procedures, and best practice guidelines.
- ❖ Assess, triage, treat, and, where necessary, refer students and staff who present with illness or injury, ensuring a calm, nurturing, and compassionate approach.
- ❖ Administer daily medications to students, where prescribed and, as directed, liaise with families regarding these medications.
- ❖ Under the direction of the Student Services Coordinator, maintain student medical plans and medications for students with chronic conditions or identified health risks, ensuring compliance with all legislative and school requirements.
- ❖ Maintain first aid kits, first aid room, and medical supplies to ensure they are fully stocked, compliant, and ready for use at all times.
- ❖ Ensure all health-related equipment and medications are stored, monitored, and maintained in accordance with regulatory standards.
- ❖ Record, report, and securely store all information concerning incidents, injuries, treatments, and follow-up actions accurately and confidentially.
- ❖ Assist the Senior First Aid Officer to prepare and organise first aid kits, medical documentation, and medication requirements for excursions, camps, other offsite activities and major onsite events.
- ❖ Attend offsite school events requiring first aid support as required.
- ❖ Arrange for the safe disposal of used, contaminated, or hazardous medical materials.
- ❖ Organise external maintenance, calibration, or repair of medical equipment as required.



## Preschool First Aid

Liaise with the Preschool Administrator with regards to Preschool First Aid requirements:

- ❖ Maintain accurate, up-to-date records for Preschool students with additional medical needs, including medical action plans, risk minimisation plans, immunisation schedules, and required permissions.
- ❖ Ensure all medications are available on-site, in-date, appropriately stored, and aligned with current medical documentation.
- ❖ Monitor and track expiry dates for medical plans, medications, and immunisations, proactively following up with families to obtain updates or replacements.
- ❖ Communicate with parents regarding expired or outstanding medical documentation, medications, and immunisation requirements.
- ❖ Develop and regularly update clear, accessible, photo-based resources outlining high-risk medical needs, allergies, and dietary requirements to support staff awareness and response.

## Reception & Administration Support

- ❖ Provide regular relief and back-up support to the primary Receptionist as directed by the Student Services Coordinator.
- ❖ When acting as Receptionist provide a warm, professional first point of contact for students, families, staff, and visitors, responding promptly to phone, email, and in-person enquiries. Manage visitor sign-in and maintain accurate safety records, keep the reception area tidy and welcoming, support student enquiries, and open the school gates each morning to ensure safe access to the grounds.
- ❖ Undertake additional administrative duties as directed by the Student Services Coordinator.

## Team & School Culture

- ❖ Work with the Senior First Aid Officer to continually improve the first aid and emergency response capability of the school.
- ❖ Work collaboratively with the Administration Team and wider staff to ensure efficient and effective service delivery.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.



## Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.

## Selection Criteria

### Essential

- ❖ Current First Aid and CPR certification.
- ❖ Demonstrated experience in a similar busy First Aid / Health Care environment.
- ❖ Sound knowledge of Child Safeguarding, Mandatory Reporting requirements and Work Health and Safety legislation as it applies to a school setting or similar.
- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised and detail orientated, with strong problem-solving skills and the ability to manage multiple priorities effectively, while adapting quickly to changing priorities and business needs.
- ❖ Proficient use of Microsoft applications, including Word, Excel, Outlook and Teams.
- ❖ Ability to quickly learn and adapt to new and unfamiliar software systems and digital tools.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.