



Overnewton
Anglican Community College

First Aid Support Officer



Position Overview

Position Title	First Aid Support Officer
Campus	Yirramboi Campus
Reports to	Director of Wellbeing
Time Fraction	0.52 FTE (4 hours per day x 5 days a week)
Tenure	Fixed Term – 22 April 2025 – 10 December 2025
Effective Date	April 2025

Position Summary

The First Aid Support Officer is responsible for providing administrative and operational support to the College Nursing team. Working daily at the Yirramboi campus, this role will provide administrative support to the team with student medical data entry, digital document filing and reporting, auditing First Aid supplies and the daily organisation of the First Aid Centers.

This role also includes communication with relevant stakeholders, such as students, staff and parents, and some First Aid duties covering lunch breaks of the College nurses. This role is key to the College's vision and strategy to curate a culture of wellbeing for all. An important responsibility of this role is to proactively support College Nurses in their management of students and adhering to all College policies and compliance requirements.

Position Relationships

- Director of Wellbeing
- College nurses
- Risk and Compliance Coordinator
- College and Campus Administration Staff
- College Community Members and Visitors

Key Responsibilities

The **First Aid Support Officer** is responsible for:

Operational Duties

- Support the work of the nurses at the Yirramboi campus, particularly in providing daily first aid cover for nurse break times
- Follow College policies and procedures in the administering of first aid in the absence of a nurse
- Escalate student concerns to a nurse or seek alternate medical assistance as per policies and procedures, as required
- Audit and replenish school based First Aid kits, including those utilised on yard duty
- Audit and replenish First Aid kits and associated supplies used for off-site events
- Work with other team members to keep the First Aid facilities and equipment clean and maintained
- Ensure student medications and accompanying medical plans are within date and securely stored
- Support the nurses and school staff in the follow-up of medical incidents

- Maintain induction materials, and assist in the training, of parent first aid assistants and agency nurses
- Support the College's management of risks by contributing to risk assessments, ensuring up-to-date documentation and contemporary best practice in medical administration.

Student Medical Files and Database Management

- Ensure the accurate maintenance and recording of student medications in the College database.
- Enter student incident reports to the College system.
- Coordinate the management of documentation for events, excursions / incursion and camps.
- Maintain up-to-date student medical plans (eg Anaphylaxis, Asthma and other).

Administrative Duties

- Use a range of Office 365 applications (eg Word, Excel, PowerPoint) to prepare communications and compile relevant clinical documentation.
- Support the Nurses with photocopying, receiving and making phone calls and responding to emails.
- Support the Nurses with preparing documentation such as presentations and information for staff.
- Assist the preparing of communication for staff.
- Maintain an accurate list of First Aid trained staff in the College.
- Support the Nurses to coordinate First Aid and annual Anaphylaxis and Asthma management training for staff.
- Update signage and procedures related to First Aid room operations.
- Support the maintaining of updates to standard operating procedures and practices in First Aid.
- Order relevant resources as required and approved.
- Participate in regular team meetings.

Key Selection Criteria

- Hold a current HLTAI011 First Aid Qualification
- Previous experience with administering First Aid
- Demonstrable experience in a busy working environment or a compliance driven role
- High degree of computer literacy across various platforms and devices including Apple and Windows products
- Excellent word-processing, spreadsheet and Office 365 skills and knowledge
- A proven ability to acquire new technology skills
- The ability to use initiative and judgement in a range of situations including in administering First Aid, or seeking alternate medical assistance in line with the College policies and procedures
- A willingness to travel across campuses if required
- An ability to cooperate and work productively in a team environment
- A strong ability to prioritise and remain focused under pressure, including clear and accurate communication of information
- High level of attention to detail
- An ability to maintain confidentiality in all aspects of student, staff, client and College information
- A high level of organisation and capacity to maintain safe, clean First Aid rooms and storage of equipment that pertains to the treatment of medical incidents within the schools
- A sound knowledge of, or experience in a comparable independent school setting will be highly regarded.
- A current Working With Childrens Check (employee), or willingness to acquire one, is essential
- A commitment to the Overnewton Anglican Community College values.

Child Protection Statement

Overnewton Anglican Community College (the College) has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires the College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with the College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.