

ES1-2 First Aid & Wellbeing Triage Support

POSITION DETAILS

Position Title:	First Aid & Wellbeing Triage Support
Department:	Wellbeing
Classification Level:	Education Support Level 1 – Range 2
Time Fraction:	0.66 (25 hrs over a 5-day wk – set work pattern roster)
Contract Tenure/Employment Type:	Fixed Term: 13/07/2026 – 18/12/2026
Superannuation:	12%
Location:	Warrnambool College – Grafton Road

Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to satisfactory police check and Working with Children Check.

ABOUT THE ROLE

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The **First Aid & Wellbeing Triage** position is an important support role within the College and is often one of the first points of contact for students, parents, staff and visitors accessing the Wellbeing area. The role supports the delivery of first aid services and student wellbeing by providing professional, timely and confidential assistance, triaging student needs and facilitating access to appropriate support services.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

The First Aid & Wellbeing Triage Support position provides initial first aid and wellbeing support to students, including responding to physical injuries and medical emergencies that arise within the school premises. In addition to physical first aid, this worker also conducts preliminary screenings for mental health concerns among students. They engage in conversations to assess students' emotional wellbeing, identifying any signs of distress or mental health issues that may require intervention.

Working as part of the College Wellbeing Team, which includes the Wellbeing Team Leader and Counsellors, the position contributes to a safe, supportive and inclusive environment for students. Strong interpersonal and communication skills are essential to effectively support students, families, staff and visitors, while maintaining a calm, professional and compassionate approach at all times.

CLASSIFICATION CONTEXT AND TASK LEVEL

The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. Responsibilities include:

- First Aid Level 2 CPR
- Asthma management and Anaphylaxis management required (Can be completed through school once appointed)
- Tasks typically involve following school policy with medication administration, providing immediate assistance for minor injuries and escalating more severe cases to higher-level medical professionals or emergency services.
- Triage urgency with delivering care to students in need of support.
- Communicate and liaise with school staff with delivering support to students.
- Duty of care to ensure confidentiality of records is documented and maintained
- Performing work practices and procedures within the work area to meet routine operational requirements e.g. coordinating the day to operations of First Aid and the Wellbeing areas.

REPORTS TO

This position has strategic oversight from the Wellbeing Assistant Principal and, on a day-to-day basis, is accountable to the Wellbeing Team Leader.

The First Aid & Triage Support Worker is part of the Wellbeing Team and works collaboratively with other First Aid & Triage Officers, the Wellbeing Team Leader and Counsellors to support student first aid and wellbeing needs.

DUTIES AND RESPONSIBILITIES

First Aid	• Provide first aid support to students and staff in accordance with school procedures. • Maintain accurate records of first aid presentations, attendance and treatment using school data systems. • Monitor and maintain first aid supplies, equipment and emergency response bags. • Ensure student medical management information, alerts and wall charts are current and updated annually. • Support school events and sports days with required first aid and student medication needs. Maintain a clean, safe and hygienic first aid and wellbeing environment, including infection control practices and appropriate disposal of medical waste.
Student Wellbeing Support	• Undertake initial student triage and needs identification. • Provide students with information and support relating to health and wellbeing services. • Facilitate timely access to wellbeing, health and external support services. • Manage and prioritise appointments with external providers. • Liaise with students, families, staff, the Wellbeing Team and external agencies regarding student support needs. • Supervise and support students attending the Wellbeing Centre. • Assist with student wellbeing programs including food support, food bank orders and uniform supplies.

DUTIES AND RESPONSIBILITIES

General Administrative and Team Support	● Answer calls, schedule appointments and maintain accurate records. ● Record and maintain student attendance relating to wellbeing and external appointments. ● Participate in relevant professional learning and training. ● Comply with all College policies, procedures and workplace health and safety requirements. ● Undertake other duties as directed by the Wellbeing Team Leader or Principal.
Professional Development	● Participate in professional development opportunities to enhance skills and knowledge

This position description describes in general terms the normal duties which the Education Support is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

Victorian Government Schools are child safe environments. Our school actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>