



23 October 2015

School Learning Support Officers Bulletin October 2015

Health care procedures for School

The ***Special Education Working*** Group previously advised members that discussions were taking place between the PSA and the Department in relation to ***health care procedures for School Learning Support Officers (SLSOs)***.

The PSA and Special Education Working Group have extensively reviewed the reformatted draft ***Health care Procedures Training Certification Manual for School Staff used in training SLSO***, highlighting areas of concern and suggested amendments. The PSA has provided the Department with our revisions for their comment.

The PSA has also requested a review of the ***Joint Statement on Role Boundaries in the Provision of Support at School for Students Requiring Health Care Procedures (2005)*** through tripartite consultation between the Department, PSA and the NSW Nurses and Midwives Association. The PSA held two consultative teleconferences with the Nurses and Midwives Association. Both the PSA and Nurses Association are of the view that this statement is due for review.

The Joint Statement addresses issues relating to the planning and support of ongoing health care needs which students may require during school hours. The Joint Statement also details the need to develop a health care plan for each student who requires ongoing health care support.

The PSA awaits the Department's response.

Employment Definition

"Long-term temporary employee" means a member of the School Administrative and Support Staff employed by the Director-General on a temporary basis, either full-time or part-time, under section 21 of the Act, for a period in excess of one school term.

"Short-term temporary employee" means a member of the School Administrative and Support Staff employed by the Director-General on a temporary basis, either full-time or part-time, under section 21 of the Act, for a period of one school term or less.

Leave without pay

The Secretary **may grant** leave without pay to a permanent or long-term temporary employee if good and sufficient reason is shown.

Leave without pay **may** be granted on a full-time or part-time basis.

For leave up to and including a period of 12 months, a permanent employee has a right of return to the same school at their same classification. For periods in excess of 12 months and up to and including three years, a permanent employee has a right of return to the nearest suitable vacancy to their previous school.

Leave without pay may be granted to long-term temporary employees, provided it does not extend beyond the end of the school year in which it is taken.

Use of private vehicles

SLSOs cannot be directed to use their own cars to perform any school tasks. This includes the transportation of students. Holding a current driver's licence or obtaining a driver's licence is not a criteria for employment and does not form part of your statement of duties.

Dignity and respect in the workplace

Everyone in the workplace, irrespective of their position, deserves to be treated with dignity and respect. No one should suffer bullying or harassment while going about their work. This can put at risk the health, safety and wellbeing of all employees. The Dignity and Respect Charter, signed in 2008, commits the Department to providing a workplace free from bullying or harassment that allows that all staff will be treated with dignity and respect.

Breaks

SAS staff who work 4 hours a day or more are entitled to an unpaid lunch break of 30 minutes. Lunch breaks are not included in your total hours of work.

You are entitled to a paid morning tea break of 10 minutes if you work more than 2 hours per day.

Overtime

Before you work overtime be sure that you have the approval of the Principal. This is to ensure you get paid for the overtime. You are entitled to overtime payment on a weekday after you have worked 7 hours. The first 2 hours are at time and a half, after this you are paid double time.

Note: Aboriginal Education Officers are not paid overtime. Their rate of pay covers all incidents of employment.

Supervision of Students – not your job

SAS staff are **not** responsible for the

supervision of students. Being responsible for students **is not** in any SAS staff duty statement. SLSO's should always be under the **direction and supervision of a teacher.**

Epi pens or anapens

SAS staff are not solely responsible for looking after or administering Epi Pens. The Epi pen should be wherever the student is and is a whole-school responsibility.

Diabetes

SAS Staff are **not** responsible for administering "pin prick" tests to check blood glucose levels of students or for injecting insulin, as these are invasive procedures.

Attending school camps

Attendance at school camps is voluntary. Should you choose to volunteer to attend a camp approval must be obtained from your Principal and the Director **PRIOR** to your attendance at camp. Please note that salaries will also need to be notified if approval is given. Overtime will be paid in accordance with the Crown Employees (School Administrative and Support Staff) Award, for time worked outside of normal school hours. You will be required to keep a time sheet.

Interested in learning more about your union?

Click on <http://psa.asn.au/training/>. Courses are available at no charge to PSA members. Non-members wishing to attend our training will need to submit a membership application first. Participants are responsible for their own travel and other costs incurred in attending training.

For further information or to organise a PSA meeting at your school please contact the PSA Member Support Centre on **1300 772 679** or email schools@psa.asn.au

Join the PSA

membership.psa.asn.au/join



Authorised by Anne Gardiner, General Secretary,
Public Service Association of NSW 160 Clarence Street Sydney



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