



FACT SHEET

School Learning Support Officer

Statement of Duties

First Aid and Administration of Medication

If you are required to perform *First Aid* or *Administer Medication* you must first be appropriately trained and be in receipt of the allowance as per DoE policy. Just because you can be directed to perform *First Aid* and *Administer Medications* does not mean all SAS Staff at your school must perform these duties. If the way that *First Aid* and *Administration of Medications* is working well at your school, and everyone performing the duties is in receipt of the allowance, there is no need for anything to change.

You must always claim your allowance/s if required to perform *First Aid* and/or *Administer Medications*.

If your school requires more staff to perform these duties than the allocated allowance/s per school, a submission can be made to the Department by your Principal to seek additional allowances for the school, or allowances can be paid using school funds.

Administration of Medication Training

While the Administration of Medication training provided should be based on student needs the training must include all compliance aspects of administration of medication including reporting, recording and other compliance responsibilities.

No invasive procedures, such as injections, are required to be undertaken by this role.

Health Care Plans

If students require diabetes management or other more invasive medications, they should be the subject of a Health Care Plan. Staff should assist students with diabetes management until such time as the individual student can undertake the necessary activities related to their condition.

Should a student's Health Care Plan require these activities *in an emergency* then as an SLSO you must undertake them, provided you have been appropriately trained. This means you are not required to undertake these duties generally. Any activities more complex than these, or required regularly within a Health Care Plan, will need to be undertaken under Health Support and will be performed by a SLSO (SHS) or current equivalent.



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Work under the supervision and direction of a teacher.

'The degree of supervision, direction and guidance provided by teaching staff will be determined by the work being undertaken by the School Learning Support Officer, and informed by the Departments policies, procedures and risk management practices.'

While the degree of supervision, direction and guidance may vary from school routines, to implementation of individual education programs and supporting teaching and learning, it is important to note that one thing does not change.

You are not required to supervise students on your own. Regardless of the activity, a teacher must be in sight and/or hearing distance at all times.

In addition, assisting and supporting students to develop independent living and pre-vocational skills including through travel training, transition, excursions and work experience programs – should be under the supervision of a teacher.

Frequent physical lifting, also involving moving students from one piece of equipment to another

Appropriate training must be provided in lifting techniques and for each piece of equipment used for both your own safety and wellbeing as well as the students.

Specific Duties - Pre-school, Hearing Support, Bilingual etc.

If you are employed as an SLSO in a specific stream such as pre-school, hearing support, vision support or bilingual, these duties are the main focus of your role.

Other SLSO work should only be undertaken when it supports the specific duties of your role.

Other Related Duties

If you are directed to perform other related duties as listed in Statements of Duties, the work must directly relate to your other duties. You cannot be directed to work in areas outside your Statement of Duties.