



FACT SHEET

Health Support, First Aid and Medications Explained

For School Administrative Manager (SAM), School Administrative Officer (SAO), Aboriginal Education Officer (AEO)

The statement of duties for **SAMs, SAOs** and **AEOs** includes a requirement to:

Undertake the provision of first aid and administration of medications to students as required.

What does this mean?

SAMs, SAOs and AEOs can be directed to undertake first aid and administration of medications as part of their Statement of Duties.

If you are required or directed to do this work you **MUST** have received the appropriate training prior to commencing and you **MUST** be receiving the allowance.

Training is *not adequate if given by a colleague or parent*. For more information on **What Training is Required** refer to this section at the end of this fact sheet. If either of the above requirements have not been met, the PSA advises not to undertake this work.

School Learning Support Officer - SLSO, School Learning Support Officer (Student Health Support) - SLSO (SHS)

The statement of duties for **SLSOs** includes a requirement to:

Implement the health care plans or behaviour plans of students with disability or behaviour disorders to support their engagement in learning activities.

and

provide first aid related to this role and administer medications including activities related to diabetes management such as blood glucose measurement, administration of insulin, management of an insulin pump, administration of glucagon; and administration of medication via identified route including oral, nasal, buccal, eye, ear, gastrostomy button or tube or nasogastric tube.

The PSA advises that, as has always been the case, staff should assist students with diabetes until such time as they can undertake the necessary activities related to the condition.

and

administer medication rectally or via injection in an emergency or as required under a Student's Health Care Plan.

The PSA advises that, should a student's Health Care Plan require these activities *in an emergency* then the SLSO will undertake them, but they must be properly trained. This means you are not required to undertake these duties generally. Any activities more complex than this, or required regularly within a Health Care Plan, will need to be undertaken in Health Support and will be performed by a SLSO (SHS).

The Health Care Procedures allowance is now referred to as the "Health Support" allowance.



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SLSO SHS Transition

Over the next few years (2019 to 2022) under the transitional arrangements of the 2019 SASS Award, permanent SLSOs who currently perform Health Care Procedures (now Health Support) will be re-classified as permanent **School Learning Support Officers (Student Health Support)** - SLSO (SHS).

Once transitioned, SLSOs (SHS) will undertake the work outlined in the statement of duties for that classification. This combines the health related allowances (first aid, administration of medication, and health support) and pays them as salary.

How will this affect me?

SLSOs and SLSOs SHS can be directed to undertake first aid and administration of medications as part of their Statement of Duties.

If you are required or directed to do this work you **MUST** have received the appropriate training prior to commencing and you **MUST** be receiving the allowance.

Training is *not adequate if given by a colleague or parent*. For more information on **What Training is Required** refer to this section at the end of this fact sheet. If either of the above requirements have not been met, the PSA advises not to undertake this work.

In addition, as is currently the case, you will not be able to be directed to undertake Health Support (previously Health Care Procedures).

If you are employed as a SLSO who currently performs health care procedures (health support) for students, you will continue to undertake this work as directed.

SLSOs undertaking these duties will be entitled to payment of the Health Support allowance for the duration of the new SAS Staff Award or until such time as they are transitioned to employment in the SLSO (SHS) classification.

How will this affect future employees?

From the commencement of the 2020 school year, schools requiring the performance of health support for students can recruit employees for new permanent and temporary (short term and long term) engagements using the School Learning Support Officer (Student Health Support) classification.

What training is required?

For **first aid**, a current *St John Ambulance First-aid Certificate* or its equivalent is required.

For **Administration of medication**, the official Department of Education training must be provided and completed prior to undertaking this duty.

For **Student Health Support**, the official Department of Education training for Health Support (previously Health Care Procedures) must be provided and completed prior to undertaking this duty. Specific training relevant to a student's Health Care Plan may also be required.

Training is *not adequate if given by a colleague or parent*.