

First Aid Team Leader

The tasks of the First Aid Workgroup Leader are:

Establish a schedule of team members ensuring there is someone available on call each morning and afternoon during the week.

- When members register for the team, they will nominate the days they are available. From this data it is the team leader's task to set up the weekly roster for the semester. It is anticipated each person will be on call once a week throughout the semester. They will be able to attend their class as usual but be prepared to respond as needed if called on.
- The schedule will need to be printed and on display, with the team member's name, mobile number, and the class they will be attending as well as the room. This is to be displayed on the door to the first aid kits in the office.

Ensure all members of the team have the appropriate qualification.

- Contact the team members and request that they send you copies of their qualifications. These must be up-to-date and relevant.
- The team leader is to create a file of these to be stored in the office.

Be the contact person for the team.

- Ensure all team members know where the first aid kits are stored.
- If a member is going to be absent for their scheduled time slot, they will need to contact the team leader who will arrange a replacement.

Ensure the first aid kits are suitably equipped.

- At least once a term, check all the items in each of the of the first aid kits ensuring they are fully equipped and in-code.
- If a team member has used materials from one of the first aid kits and it needs replenishing, they are to contact the team leader who will purchase the necessary replacements.
- Funds will be provided for the replacement of first aid materials.

Ensure appropriate records are kept of any injuries.

- A record should be kept of any intervention by the First Aid team and filed in the office.