

FIRST AID ATTENDANT

357-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for rendering first aid in emergencies and routine medical treatments to participants of a recreation and/or leisure time program operated by a municipality. The work is performed under general supervision and in accordance with established procedures.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Administers appropriate first aid treatment to employees and patrons in the event of emergencies as well as routine treatment for minor cuts, scrapes and lacerations, bee stings, sprains, heat exhaustion, etc.;

Contacts private physician or emergency services for transport of patient to a hospital;

Reviews and updates immunization and attendance records;

May administer medications, including inhalers, insulin, ear drops, eye drops, etc.

Requisitions needed supplies to adequately stock first aid station;

Maintains a complete record of all injuries or illnesses treated;

Telephones parents regarding health problems, accidents or related problems;

May perform clerical duties, as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of First Aid practices and procedures; ability to correctly evaluate emergency situations and take an effective course of action; good judgment in rendering First Aid; working knowledge of sanitation and hygiene practices in a recreation environment; ability to keep records and reports; and ability to get along with the public and other health professionals.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a license to practice as a Licensed Professional Nurse in New York State;
or
- (B) One year of experience assisting in office work and/or patient services in a health facility, clinic school health office, physician's office or similar setting and completion of an approved basic first aid course or certification as an Emergency Medical Technician; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Study in a nursing program approved by the State Education Department may be substituted for the above experience on a year-for-year basis.