JOB DESCRIPTION

Job Title: School First Aider & Health Co-ordinator

Accountable to: Under Review

Job Purpose:
- To oversee the care of pupils who are unwell or injured. Decide on the appropriate course of action and, in liaison with College Staff, implement that action
- Support the Health Education Programme within the College
- Provide mentoring support for College pupils

Salary Scale: Scale D Point Range 14-17

Hours per week: 27.5 hrs/week (9.00 am – 2.30 pm)
39 weeks per annum (term time). The College is based on two sites and the First Aider may be asked to work on both sites.

JOB TASKS

1. Attend to the students who are feeling unwell or are injured.
2. Administer first aid to students and staff within the competencies of the First Aid Certification to be held by the post holder. The College will provide training for the Staff member to gain and maintain the appropriate qualification.
3. Liaise with other Students Support Services such as Health and Social Services as requested.
4. To administer the distribution of prescription drugs.
5. To maintain a register of students, as necessary, attending the School’s First Aid facilities and recording their needs and provision, then provide information and statistics as appropriate to Heads of Year at the end of each term.
7. Contact parents as necessary concerning the welfare of students and ensure that records of such contacts are shared with appropriate staff, such as Form Tutors and with the Attendance office.
8. Ensure when students are sent out of school for medical reasons they have the appropriate person’s or permission from their guardian/parent.
9. Attend emergency medical incidents wherever they occur in the School and undertake whatever action necessary to stabilise and assist the casualty, which may include calling the emergency services.

10. Travel in ambulance to hospital as required by the School.

11. Contact parents following incidents where emergency services have been called to support an individual and follow up any hospital visits, ensuring parents and appropriate school staff are kept informed of the individual’s progress.

12. To be on duty at every break and lunch time, assisting in the supervision of the site.

13. Assist in the management of student behaviour when patrolling the School to ensure students are in lessons and working appropriately.

14. Encourage students to return to lessons to maximize their learning time, and not to use the medical facilities for anything but a short time.

15. Monitor and maintain a register of students who have medicines in school and ensure a green consent form is fully completed. Supervise the taking of these at the appropriate time, checking expiry date/dosages and make sure they are secure at all times.

16. Provide mentoring support for vulnerable pupils.

17. Follow LEA and School Policy & Guidelines on the administration of medicines within schools. Update the Staff handbook accordingly.

18. Ensure that my First Aid Kits and supplies are stocked at all times. Be responsible for First Aid Kits used for field trips.

19. Assist in school activities, such as carol service, sports events, plays, trips and outings and any School functions during the course of the school day.

20. Assist in escorting individual students to and from school transport if required.

21. Undertake relief reception duties as required.

22. Work with the Health Education Co-ordinator and provide support to Health Education lessons.

23. Undertake such duties as directed by the Principal.

24. To regularly check ‘PIN’ lists and update with Learning Support as new information is given to me.

25. Ensure Drug cabinets are always locked and handle computer data in a strictly private and confidential manner.

26. Attend any relevant courses as and when required, e.g. Managing Medicines, Child Protection Awareness.
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<th>Essential</th>
<th>Desirable</th>
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<td>Hold a First Aid at Work Certificate, or equivalent (or be prepared to attend necessary training and have the capacity to pass any associated assessments)</td>
<td>✓</td>
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<td>Well organised with evidence of good organisation and administrative skills</td>
<td>✓</td>
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<td>Proven evidence of ability to relate to colleagues, external agencies, members of the public</td>
<td>✓</td>
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<td>Proven evidence of ability to relate to young people</td>
<td>✓</td>
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<td>Proven evidence of ability to work calmly and professionally under pressure.</td>
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<td>Ability to work within existing policies and guidelines.</td>
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<td>Good standard of written and spoken English.</td>
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<td>Good telephone manner.</td>
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<td>Two references which confirm no issues evident in terms of attendance, child protection, discipline or capability</td>
<td>✓</td>
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<tr>
<td>Commitment to safeguarding young people, appropriate CRB record</td>
<td>✓</td>
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