

JOB DESCRIPTION	First Aid & Medical Welfare Officer	Grade: 5 SCP 6-7 £25,989 - £26,403 per annum FTE
<p>Organisational information:</p> <ul style="list-style-type: none"> Responsible to: Headteacher, via Head of Operations 		
<p>Main Purpose, Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> To provide First Aid and Medical Welfare Assistance as first point of contact. To ensure all care plans, medication processes and first aid/support equipment is up to date and in working order. To ensure all administration relating to first aid, medical welfare and health and safety is completed accurately, in accordance with relevant policies and in a timely manner. To assist students and staff to access help and support using school information systems. To support all aspects of school administration. To actively and consistently contribute to the overall good order within the school, including the development and maintenance of whole school strategy, policies and ethos. 		
<p>Job Activities:</p> <p><u>First Aid and Medical Welfare Responsibilities</u></p> <p>To lead the provision of first aid and medical welfare services to staff and students including:</p> <ul style="list-style-type: none"> Administering first aid to students and staff in the medical room or around the school site In the case of an emergency call 999 and accompany the casualty to hospital if required. Be responsible for receiving, recording, safe storage and issuing student medication, including controlled medications. Liaising with medical teams outside school to ensure all medication processes are up to date and safe for each student. Attending medical reviews, annual reviews and medical meetings for students. Supporting the health and wellbeing of all students and staff. Maintaining First Aid stocks as appropriate and ensuring all first aid boxes and first aid equipment throughout the school are in date and fit for purpose Liaising with parents to ensure a full and up to date understanding of students' medical needs Making and maintaining contact with home following any medical incidents or accidents at school. Ensuring medical needs of students on school trips are appropriately supported. 		
<p><u>Administrative Duties:</u></p> <ul style="list-style-type: none"> To maintain and input all incidents and care to the First Aid Tracker system and to produce half termly reports on outcomes to SLT. To monitor incidents logged on the online reporting system ensuring that all incidents are correctly recorded and reported in accordance with policy, statutory guidelines. To maintain appropriate records on student and staff individual records, including EHCPs or Medical Plans To oversee arrangements for vaccinations To ensure that accidents taking place on site are recorded, investigated, reported and followed up efficiently, including completion of initial record, liaison with the Health and Safety Officer, SLT, and RIDDOR where appropriate. Progress chasing and ensuring that all investigations are completed, and records signed off within an agreed timeframe. Be responsible for completion and submission of forms, data, returns etc, including those to outside agencies e.g. DfE and to produce accident and summary reports for SLT as required. Be an active member of the admin team, including cover on reception, dealing with enquiries/ taking initiative in dealing with upset or difficult parents, answering the telephone and general paperwork. To participating in training as required and deliver training to others where appropriate. 		

- To actively participate in the School’s Health and Safety Committee, producing data, reports and advice as required.
- Ensure all records are maintained and comply with the requirements of the school’ Data Protection Policy.

General:

- The post holder will be required to comply with Trust and School policies and procedures, including all relevant safeguarding checks, ensuring that these are implemented effectively within his/her areas of responsibility. An enhanced DBS disclosure is a requirement of this post.
- Set a good example by own presentation, personal and professional conduct, including use of positive language with staff, students and parents.
- To secure, maintain and integrate the collaborative effort of the staff so that involvement, commitment and team spirit are promoted.
- To ensure, where appropriate, representation at meetings or events, as well as whole school events.
- The school has a no smoking policy. Employees are not permitted to smoke on any of the Trust’s premises nor in any vehicle used on Trust or school business.
- Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the school’s safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.
- Employees have a duty to ensure they attend training provided to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- Attend staff meetings, briefings and other events as appropriate, including contributing to staff briefing relating to first aid and medical matters when necessary.
- Actively seek and participate in ongoing professional development to maintain own competency and skills in all aspects of medical care appropriate to the current needs of the school cohort through regular re-assessment and training.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Supporting the work of the Multi-Academy Trust

As part of the Diocese of Hereford Multi School Trust all staff will be expected to develop and maintain strong, positive relationships with colleagues in the Multi-Academy Trust, within the family of Multi-Academy Trust academies and the Diocesan family of schools.

Date Job Description reviewed: April 2025

Job holder name:

Line Manager Name:

Job holder signature:

Line Manager Signature:

Date: