

Job Description

Medical Lead & First Aider

Responsible to: Office Manager/SLT
Salary Grade: Local Government Pay Scale 5
Full time/Part time: Part time – 37 hours per week, 38 weeks per year (term time only)

Job Purpose

To manage the daily operations of the school medical room and provide both planned and immediate first aid and medical care to pupils, staff, and visitors, along with supporting administrative tasks as part of the wider office team. The role ensures the health, safety, and wellbeing of the school community in accordance with school policies and statutory requirements.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Being responsible for the school's first-aid arrangements including leading on first aid risk assessments and Individual Health Care Plans (IHCPs).
- Providing immediate first aid to pupils, staff, and visitors. This includes managing everything from minor cuts to asthma attacks, allergic reactions (EpiPen use), seizures.
- Overseeing the school's medical room, ensuring it complies with relevant policies, is clean, stocked, and a safe environment for unwell children.
- Administering general medication in keeping with the school's policy
- Securely storing and administering prescribed medication according to Individual Healthcare Plans (IHCPs).
- Maintaining the school's accident book and ensuring serious incidents are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Reporting infectious diseases if required.
- Supervising children who are unwell; contacting parents and providing a quiet, safe, and clean environment until they can return to class or are collected by a parent.
- Conducting monthly audits of first aid kits across the school and for off-site trips.
- Keeping up-to-date with government guidance relating to first aid and informing relevant personal and senior leaders of any changes

- Undertaking training to become a mental health first aider, being aware of the warning signs of mental ill health and supporting or referring for support.
- Support the office with specific, delegated tasks, including reception duties during peak times.

Medical Care & First Aid

- Provide first aid treatment and emergency care to pupils, staff, and visitors.
- Assess injuries and illnesses and determine appropriate action.
- Contact parents/guardians in cases of illness or injury where necessary.
- Liaise with emergency services when required.
- Support pupils with chronic conditions (e.g., asthma, diabetes, allergies, epilepsy).
- Administer medication in line with school policy and parental consent.
- Maintain individual healthcare plans for students with medical needs

Medical Room Management

- Supervise and manage the daily operation of the medical room.
- Ensure the medical room is clean, safe, and fully equipped.
- Monitor and restock first aid supplies.
- Maintain accurate records of incidents, treatments, and medication administered.
- Ensure confidentiality of medical information in compliance with data protection regulations.

Health & Safety Compliance

- Ensure the school meets statutory first aid requirements.
- Conduct regular checks of first aid kits across the school.
- Support risk assessments related to health and medical needs.
- Assist with accident reporting procedures and RIDDOR reporting where applicable.
- Participate in health and safety audits.

Communication & Collaboration

- Communicate effectively with parents, carers, and staff regarding student health and wellbeing concerns.
- Work closely with safeguarding, pastoral and office teams.
- Provide health-related guidance to staff when required.
- Coordinate with external health professionals where necessary.

Training & Development

- Maintain valid First Aid at Work / Paediatric First Aid certification.
- Keep up to date with medical procedures and safeguarding training.
- Deliver basic first aid awareness training to staff where appropriate.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the Trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.