



FULBRIDGE ACADEMY JOB DESCRIPTION

Job Title:	First Aid Lead
Grade:	Grade 4
Working Hours:	M- Th 9.00am- 3.00pm/ Fr 9.00am- 2.30pm (29.5 hours a week)
Purpose of Job:	Working under the direction of the Inclusion Team to provide a comprehensive and inclusive welfare support role for students.

Fulbridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

SPECIFIC DUTIES

Main Responsibilities:

1. Lead on whole-school first aid provision, acting as the main First Aider and coordinating support from other trained staff, including the recording and reporting of incidents
2. Manage all first aid enquiries, overseeing the medical room, first aid equipment and ensuring supplies are well maintained, including ordering and replenishing stock
3. Be based in the main school medical room during all break and lunch periods
4. Assesses injuries and illnesses, determining appropriate action and escalating or seeking advice where necessary.
5. Maintain accurate records of student medical needs (including allergies) and liaise with relevant professionals to support staff training staff as appropriate (eg use of EpiPen and asthma procedures)
6. Create, implement regularly review and update Individual Health Care Plans
7. Oversee the safe storage and administration of medication, including the supply of medicines and equipment, ensuring permissions and records are up to date.
8. Share relevant information regarding pupil welfare with senior leaders in line with safeguarding procedures.
9. Make informed decisions in line with health and safety guidance, Trust and school policies
10. Liaise with the care assistant team in delivering medical care.
11. Attend Vulnerable Child meetings to report on issues including allergens.
12. Provide operational support for the school Allergen Lead (Assistant Principal).

Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, internet safety, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Prepare staff and pupils (who have medical needs) for visits, trips and out-of-school activities as required. Accompany staff and pupils on trips or events (such as sports day) as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings and training as required.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Print Name:

Date:.....