



Pinn River School

JOB DESCRIPTION HEALTH CARE WORKER

Scale 4 (Points 7-10)

Purpose of the Role

To ensure the safety of the pupils on the site in relation to specific medical or generalised health care needs.

Main responsibilities:

General Care and First Aid

- Maintain the highest standards of best first aid practice
- Maintain an awareness of the practice of other trained first aiders in the school, stopping short of full clinical supervision, providing clarification or booking re-training where needed, and raising concerns with SLT on any elements of unsafe first aid practice as required
- Maintain a working knowledge of pupils' methods of communication (Including non-verbal, Alternative and Augmented Communication systems, tactile and visual signing).
- Know the indicators of life-threatening presentations and how to escalate care (including but not limited to: Aspiration, Choking, Allergic reaction / Anaphylaxis, Sepsis, asthma, seizure requiring buccal midazolam administration, vagus nerve sensor,)
- Have knowledge and understand and adhere to school Policy on medications
- To act as nominated First Aider for the school and maintain and order first aid equipment for classes.
- To be first call for unwell young people and if concerned to discuss with school nurse or Head/
- Provide an initial level of hands-on support to staff in the provision of care to pupils, encouragement to develop staff care skills and feedback on their practice. Refer all concerns or further queries to the school nurse or Headteacher.
- Support with pupil medical emergencies, including calls to emergency services, liaison with Ambulance crews/Doctors, and accompanying pupils to hospital.
- Provide induction and orientation to Agency Health Care professionals assigned to specific pupils (i.e. as part of a continuing care package). Provide feedback to the Headteacher and/or agency as required, or if concerns are raised.

- To monitor height and weight of children as required (and share information for school manual handling risk assessments)
- To assist in the maintenance of specialist equipment and hygiene areas (hoist/enteral feeding equipment check/suction equipment)
- Ensure shared medical equipment is charged and ready for use each day (i.e. suction machines, SATs monitors)
- To maintain awareness of healthy school programmes
- To move and handle pupils with care and sensitivity, adhering to School Manual Handling policy
- To participate in programmes of care, adhering to School Hygiene Policy including ordering hygiene equipment for staff and students.

Medication administration and management

- To provide a combination of timetabled, ad-hoc and on-call healthcare support for all pupils in the school on a one-to-one basis as required. Working with initiative in-line their role, delegated responsibility and level of training.
- Adhere to and lead on the administration of all specific school and Trust policies regarding the support of pupil's medical needs in school
- Conduct regular audits, dating and recording findings in an appropriate online system, to ensure:
 - Children's medicines are in date, correctly labelled and correctly stored.
 - An accurate inventory of controlled drugs is maintained and these are correctly stored.
 - Ensure forms in place, are correct, and are being completed correctly by school staff.
 - Class medical folders are up to date and restock as necessary.
 - Medical supplies are in-stock and in-date.
 - Oxygen supplies are replenished, stored safely on-site, and accessible as required.
 - Supplies of medicine nearing their use by date, where supplies are running low, are replenished promptly, avoiding any scenario in which supplies run out
 - Out of date supplies are safely disposed of, such as by taking to a pharmacist
- Prepare and issue updated forms under direction of the school nurse following evidenced changes to prescription (i.e. dose, strength, time, type of medication), ensuring these are issued to whomever needs them, and keeping accurate records of who holds this information
- ensuring all copies of the old forms (above) are destroyed, and maintain version control of those electronic forms
- ensuring that health and medication plans are agreed by trained health care professionals, and ensuring that appropriate delegation remains, such as ensuring that any fresh training that is required is provided by those professionals
- To check medication in and out of school at the start and end of the school day in line with local arrangements.
- Ensure that prescribed drugs, sensitive data and medical records are stored securely at all times.

- Keep secure and accurate notes about the care provided to each child, in-line with the school's policies and practices.

Caseload management

- To manage a daily caseload discussed with School Nurse, with knowledge of and adherence to school and local Health Care Trust procedures, including but not limited to:
 - Epilepsy care
 - Gastrostomy/ Jejunostomy care
 - Tracheostomy care
 - Nasal Gastric tube care
 - Enteral feeding (including blended diets, bolus and pump feeds)
 - Administration of medication
 - Oxygen and respiratory needs
 - Dysphagia and aspiration
 - Diabetes
 - Continence
 - Paediatric first aid.
- To deliver a regular plan of care, pre-determined by and health, and in partnership with health, education and social care representatives.
- To know and apply emergency procedures in the case of:
 - Prolonged seizure activity
 - Anaphylaxis management.
 - Asthma attacks
 - Gastrostomy button changes
 - Ambulance calls and accompanying pupils to Hospital
 - Other specific pupil needs which are reasonably supported by school staff (subject to training).
- Develop an understanding of the needs, conditions and diagnoses of current pupils on the school caseload, and how these present, being proactive in the seeking out of accurate information from reputable sources and qualified health care professionals
- Alert senior school staff and School Nurse if a pupil's medical care needs are increasing and cannot be practically managed within the school (i.e. go beyond reasonable adjustments and/or require specialist intervention), following this up in writing, stating clearly the evidence-based reasons you believe this to be the case
- Distribute Pupil Care Plans to classes upon provision of the updated plan from the school nurse. (Including preparing a securely stored copy for external trips/emergency situations and ensuring all copies of the old care-plan are destroyed).

MDT working and professional liaison responsibilities

- Answer queries from parents, professionals and staff, seeking advice and direction from the school nurse / health professionals as necessary. Keep secure and accurate records of communication with parents and other professionals, and any actions taken as a result.
- Liaise with external organisations, under the direction of or in conjunction with the school nurse, to restock supplies, co-ordinate the delivery of items, arrange the collection of items to be returned.
- To assist school nurse and visiting health professionals in successfully facilitating specialist clinics and interventions (i.e. Vaccinations; Dental screening; vision/hearing screening)
- To assist school nurse in preparing for medical review clinics (questionnaires to classroom staff/calling parents/sending letters/collating responses).
- Liaise with outside agencies regarding any welfare issues in the absence of a school nurse.
- To report and refer to education and health colleagues as appropriate and comply with health and safety regulations
- To safeguard children and young people and report any concerns to the Designated Safeguarding Leads. Liaise with social care and other professionals under the direction of the Head. To undertake Level 3 Safeguarding training. as required on a case-by-case basis
- Attend half-termly safeguarding meetings as directed by the Head
- Attend multi-professional meetings as directed by the Head.
- Attend whole school staff meetings, cross school team meetings and class meetings as directed by the Head.
- Attend appropriate training as required by the school and attend school training days as directed.
- To deliver staff training under the direction of the school nurse.

PERSON SPECIFICATION HEALTH CARE WORKER

Qualifications

- Experience of working with children with complex physical and medical needs in a special school setting is desirable.
- A First Aid qualification is Desirable (expectation to train on induction).
- GCSE English and Maths; Grade C or above or equivalent

Experience

We are looking to appoint a candidate who has experience in:

- Procedures and activities relating to meeting the physical and medical needs of children with complex difficulties
- Working within a school environment with children.
- Working in a team to plan and implement appropriate activities and experiences for children with cognitive, physical and medical needs
- Assessing, reporting and recording the progress of children with special educational and medical needs either independently or in liaison with other professionals

Job Related Skills

We are looking to appoint a candidate who has skills in the following areas:

- The ability to communicate with a range of professionals and with parents
- Good ICT skills and knowledge of Microsoft Office.
- The ability to give verbal and written reports in the assessment of children
- The ability to take responsibility for individuals and small groups of children for agreed periods in the day
- The ability to work well within a team situation
- The ability to take initiative and work independently
- The ability to keep a calm and professional approach in a large and busy special school
- Ability to deliver training in their field.
- A willingness and commitment to support the wider life of the school
- A commitment to modelling personal conduct that represents the school in the best light at all times
- A commitment to ongoing health related CPD and training, (e.g. Attendance at asthma/dysphasia/anaphylaxis training, e.g. specialist training in PEG/diabetes/tracheotomy/area of health need related to the pupils in the setting, e.g. Self-directed study and research, etc.