

Job Description

Medical Welfare Assistant



Job Grade: H3
Responsible to: Office Manager

The Purpose of the Job

- Responsible for emergency First Aid provision to all of the school community
- To work as part of the school office team to provide general administrative support to staff and in particular to support the receptionist

Main Areas of Responsibility

- Responsible for emergency first aid provision to all of the school community
- Supervise the medical room, including care of sick, injured and distressed individuals (including encouraging students back to class when and as soon as this might be appropriate)
- Make decisions relating to the referral of students and staff to a doctor or hospital
- Where necessary, make phone calls home and / or arrange to get student home
- Record all visits to the medical room, accidents treated, medicine administered on a daily basis
- Ensure all relevant parental consent forms to administer or carry medicine are obtained
- Liaison with local health authorities to organise immunisations, vaccinations and health checks; organise vaccination days; manage communication with home; obtain and manage consents where required
- Advise parents of outbreaks of communicable diseases.
- Ensure Care Plans are kept up to date and accessible by staff and that they are informed of updates via liaison with the SENCo
- Record any medical or dietary requirements of new students
- Maintain essential care lists of students with 'need to know' conditions e.g. allergies, medical requirements, EpiPen users and inhalers and ensure that all staff are aware, including the Canteen Manager
- Keep a regular check on all students' personal medication, including expiry dates and correct storage etc. Ensure that all students' Epipens and inhalers are in date. Replace the school's inhaler as required.
- Liaison with parents where a child has special dietary requirements (along with Canteen Manager), in order to ensure that their child's needs within school are met.
- Support the Trips Coordinator with event-specific dietary and medical reports, identifying potential issues from student medical/trip forms, preparing any medicines required, providing appropriate First Aid kits
- Order medical supplies as required and ensure that the medical room, facilities and First Aid kits throughout the school are maintained, that all First Aid supplies are replenished in good time
- Prepare the Medical Summary Report for Governors and any other medical reports required
- Be aware of school medical policies and contribute to updating them
- Completion of accident forms on a timely basis.
- Regular checking of school defibrillators, including ordering of new pads & batteries when required

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- To work closely with the Pastoral Team (and other teams as appropriate) to ensure that individual or wider patterns and issues are identified promptly in order that appropriate action beyond immediate First Aid can be pursued (eg individual welfare issues, mental health issues, individual accidents or patterns)
- Report safeguarding concerns via CPOMS.
- To work as part of the school office team to provide general administrative support to staff and to help to manage school Reception when required, including answering of calls, opening/closing of school gates, signing students in and out, dealing with visitors as required.

This Job Description sets out the main requirements of the role; each individual task may not be identified. The duties of the postholder may vary from time-to-time without changing the general character of the post or level of responsibility.

Person Specification

- First Aid experience, including a current or only recently expired First Aid qualification
- A commitment to the best interests of our young people
- Team-working
- Excellent interpersonal and communication skills
- Empathetic, but firm
- Able to use initiative and work without close supervision
- Able to work under pressure
- Be flexible in attitude and adaptable to change
- Basic computer skills
- Physical capability in respect of the manual handling and mobility that the role requires