



JOB DESCRIPTION

Role: Healthcare Assistant

Hours: 9.15 to 3.15 (30 minutes lunch)

Reports to: Assistant Head for inclusion
and safeguarding

Pay Scale: BR5 (13-17)

Main Purpose of the job:

To be responsible for the care, well-being and safeguarding of all children within the school.

Roles & Responsibilities:

- To be the designated paediatric and work place first aider and undertake training as required and administer appropriately throughout the school day
- Be responsible for ensuring the care of children with additional medical needs and appropriate training is undertaken as and when required
- To ensure that pupils who have toileting accidents during the school day are dealt with respectfully and promptly
- To ensure that pupils who are unwell during the school day are appropriately cared for and an assessment of their health needs is carried out in consultation with their parents
- Ensure that accidents are recorded on the appropriate paperwork and if necessary have had a RIDDOR reported and accident reports forms are passed to the premises staff to investigate.
- Record weekly numbers for notifiable illnesses for children and staff and reporting these to Public Health England (PHE) as necessary, if more than 5 in a class or 5% of school population report immediately
- Ensure that staff who could be or are pregnant are notified of any illnesses that could compromise their pregnancy and advise as appropriate
- Notify staff and parents/carers of children with low immunity are notified of any illnesses that could compromise their health and advise as appropriate
- Undertake training as required to ensure the health and well-being of children with specific medical needs as deemed necessary depending on the needs of the school
- Attend meetings as and when requested with colleagues, healthcare professionals and parents/carers.

First Aid Equipment

- Be responsible for the administration of medication and record using appropriate paperwork
- Be responsible for the care of children that require emergency assistance
- Ensure stock control of all necessary first aid supplies and order when necessary
- Supply appropriate first aid equipment and medication to class teachers for school trips and activities off site and for after school clubs held within the school grounds

General Medication

- Meet with parents of children with medication requirements, complete and file appropriate paperwork

- Ensure all first aid boxes are well stocked and dispose of items past their expiry dates
- Arrange for the delivery and collection of sharp boxes
- Ensure medication is safely and securely stored
- Administer medication to children as advised by the Doctor
- Advise parents/carers of medication due to expire and request replacement
- Return any un-used medication to appropriate parents/carers
- Send letter to appropriate parents at the end of the academic year requesting they complete/authorise appropriate paperwork in preparation for next academic year

Asthma Care

- Be responsible for the supply, storage, hygiene and administration of emergency inhalers
- Keep log of usage of all emergency inhalers
- Draw up and maintain register of children who suffer from Asthma
- Ensure parents/carers have provided appropriate inhalers for use by the school and medication form has been completed

Diabetes

- Be responsible for the administration of insulin and monitoring of blood glucose testing and recording levels on appropriate paperwork
- Liaise with parents/carers and specialist diabetic nurse regarding carb counting and recording during the lunchtime period
- Be responsible for the care of children that require emergency assistance

Epilepsy

- Be responsible for the administration of appropriate medication and recording use on appropriate paperwork
- Liaise with parents/carers and specialist nurse regarding any changes in the condition and medication
- Be responsible for the care of children that require emergency assistance

Epi-pens

- Be responsible for the administration of medication and record using appropriate paperwork
- Be responsible for the care of children that require emergency assistance for allergies either with or without epi-pens

Care Plans

- In accordance with 'Managing Individual Healthcare Plans' (IHCPs) draw up plans for individual children's needs as identified
- Contact and consult with the child's parents/carers and if required healthcare professional
- Agreed plans to be signed off by parent/carer and if required healthcare professional
- IHCP is to be shared with those in charge with the care of child and is to accompany them on school trips or the information used to undertake a risk assessment
- IHCP should be updated annually or if medical needs change
- Ensure transition paperwork is updated and information is communicated to the appropriate person

Screening Programmes

- To co-ordinate dates for specific screening programmes including: flu vaccination, vision and height and weight
- Assist healthcare professionals in the co-ordination of screening programmes as necessary

Other

To undertake such duties as are commensurate with the post and which may reasonably be required.

Equalities

Ensure implementation and promotion in employment and service delivery of the school's equal opportunities policies and statutory responsibilities.

Equal Opportunities

The Trust is committed to achieving equal opportunities in employment and service delivery and to safeguarding and promoting the welfare of children and young people and expects all staff and voluntary helpers to share this commitment. An Enhanced Disclosure and Barring Check with the Disclosure and Barring Service [DBS] under the Rehabilitation of Offenders Act 1974 will be required for the successful applicant.

Date Drawn Up: April 2018

Date Agreed by Trustees:



PERSON SPECIFICATION

Role: Healthcare Assistant

Hours: 27.5 hours per week

Reports to: Assistant Head for inclusion
and safeguarding

Pay Scale: BR5 (13-17)

EXPERIENCE (Essential Requirements)

Previous experience in a caring capacity with young children and is sensitive to their needs

QUALIFICATIONS/TRAINING (Desirable)

Full Paediatric first aid certificate
First aid at work certificate
NVQ Level 2/3

KNOWLEDGE/SKILLS (Essential Requirements)

- Has up to date knowledge of relevant legislation and guidance in relation to working with and the protection of children
- Has a commitment to the protection and safeguarding
- Has the ability to administer a variety of medications following specific guidelines
- Is willing to work within organisational procedures and processes and to meet the required standards of the role
- Has the ability to work as part of a team, under direction of the Inclusion Manager
- Has the ability to use initiative when required
- Has good communication skills and is able to form good and appropriate relationships with children, other support staff, teachers and parents
- Is flexible, patient and reflective and is committed to their own continual professional and personal development
- Values and respects the views and needs of children
- Being sensitive and having a good sense of humour
- Has a good understanding of health and safety guidelines
- Able to maintain confidentiality and be discreet

Date Drawn Up: April 2018

Date Agreed by Trustees: