

Job Description

POST: Senior First Aider & Medication Coordinator (with administrative responsibility)

RESPONSIBLE TO: School Business Manager

SALARY: Scale 6

LOCATION: The Telford Langley School

WORKING PATTERN: Monday to Thursday 8:00am - 4:00pm, Friday 8:00am - 3:30pm.
Term time only.

DISCLOSURE LEVEL: Child workforce

KEY RELATIONSHIPS: Admin/Parents/Students/Staff/Community Nursing

RESPONSIBLE FOR: N/A

MAIN DUTIES AND SPECIFIC RESPONSIBILITIES

To work alongside and as part of the school admin team to provide supervision over the day-to-day medication/healthcare needs of individual pupil(s) as consented to by parents and in line with school policy and procedure. Work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g., asthma, diabetes, epilepsy, anorexia or eating disorders, etc.) to enable them to attend, access and progress at school. Provide senior administrative support to the school with regard to student medication and healthcare plans.

Support for Specific Pupils

- To adhere at all times to the personalised care plans of students, and school policies.
- Provide assistance to students with, medication administration, dietary needs, mobility and personal care.
- To be responsible for administering prescribed and controlled medication which are necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded.
- To meet with students returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the site and pastoral teams.
- Completing risk assessments and evacuation plans for students with identified medical needs.
- Perform basic medical checks, such as monitoring a student's blood sugar levels and temperature. (Training will be provided)
- Support students with complex medical needs.
- Ensure that any medical equipment is in good working order at the beginning of each day and left clean and ready to use at the end of each day.
- Effective communication and engagement with students, their families, carers and other professionals.

- Ensure the safety of students with medical needs by monitoring and reporting all concerns and any changes to, health professional or parent / guardian as appropriate. (DSL in the event of safeguarding concerns)
- To liaise with feeder schools, parents and health professionals in order to assess pupils' potential medical needs prior to their admission to the school. This will include in year transitions.

Support for the School

- Triage students who present as feeling unwell, liaising with parents to collect as necessary.
- Administer first aid to students and staff within the competencies of the First Aid Certification to be held by the post holder. The school will provide training for the staff member to gain and maintain the appropriate qualification.
- Be an advanced first aider (training can be provided) and arrange first aid training for others in school.
- Coordinate other first aider's providing advice and support to others as necessary.
- Arrange the student immunisation programme via the community nursing team, including liaising with other school staff to raise awareness of the programme within the community.
- Work towards and maintain 'Asthma Friendly' school status.
- Work towards and maintain 'Diabetes Good Care in School' award.
- Be a champion for medical assistance and healthcare in school.

Administration of Medical Records and Procedures

- Respond to and maintain the school's medical and first aid communication system.
- Ensure all medications are safely handled, stored and administered in line with school policy and procedure.
- Liaise with parents to maintain and review individual health care plans, for example, asthma, diabetes, epilepsy, allergies.
- Maintain adequate stock control over medical supplies, order and replenish as necessary and in line with first aid guidance and policy.
- Ensure that any first aid kits and supplies are stocked at all times. Be responsible for first aid kits used for field trips.
- Contribute to the planning, development, and organisation of support service systems/procedures/policies
- Supporting the maintenance of accurate pupil records on the school's management information system

Responsibilities

- Comply with and assist policies and procedures relating to child protection, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish and maintain constructive, effective relationships internally and externally.
- Communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required for the roll.
- Recognise own strengths and areas of expertise and use these to advise and support others.

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

ENGLISH DUTY

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

Our Values and Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for our school.

Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Achievement - Academic: We believe all young people have the potential to achieve great things. Intelligence can be developed regardless of emotional and social background, given appropriate teaching and bespoke, individualised support.

Young people should be encouraged to develop autonomy and meta-cognitive control ('knowing what to do when they don't know what to do') in their learning and to gain inspiration from learning. They should be equipped with a crucial sense of possibility based on a well-developed self-awareness and ambition - ambition not only for themselves but for the communities in which they live and work.

Achievement - 'letting your light shine': All young people achieve things they can be proud of every day in addition to academic success and outside our school's planned curriculum. We have a vital role in ensuring individuals develop their own talents and interests and have a responsibility to instil in them a sense of pride in who they are and what they achieve. We must recognise and celebrate these achievements.

Achievement - relationships (Starfish Principle): Excellent relationships for learning are a prerequisite for all other achievements. Relationships that result in mutual respect between young people and all other members of our school community will ensure learning can be fun in a disciplined and caring environment where the highest expectations are the norm.

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

All members of the staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships, working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. All staff have clarity and certainty about the direction our school is taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First Aider • GCSE English and Maths at Grade 4/C • Driver <p>Must be willing, if not already qualified to complete and maintain certification of the following:</p> <ul style="list-style-type: none"> • Full First Aid at Work • Mental Health First Aid • First Responder on the Scene (FROS) 	<ul style="list-style-type: none"> • Full First Aid at Work • Mental Health First Aid • First Responder on the Scene (FROS) • Medical/Healthcare Qualification • NVQ in Administration • NVQ in Healthcare
Experience	<ul style="list-style-type: none"> • Experience appropriate to working with children in an educational setting • Experience of assisting with health and medical routines of young people • Experience of creating and maintaining student healthcare plans 	<ul style="list-style-type: none"> • Experience of infection control • Sports injury training
Knowledge	<ul style="list-style-type: none"> • Knowledge and Understanding of the administration of medication in schools • Knowledge of assessment of health needs of the school aged population • Awareness of current developments in public health services and legislation • An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention • Knowledge of child protection procedures and confidentiality issues • Understanding of the process of risk assessment and risk management 	
Practical Skills	<ul style="list-style-type: none"> • Able to follow instructions and procedures. • Able to work as part of a wider school team but use own initiative. • Communication skills, active listening and able to communicate with a variety of different people 	
Personal Attributes	<ul style="list-style-type: none"> • Develops good relationships with others by behaving with integrity, treating people with respect and leading by example. • Maintain confidentiality. • By sympathetic, attentive, patient and responsive to the needs of others • Committed to continuous and appropriate training and development • Willing to be hands on with students requiring medical attention • Being discrete, professional, respectful and friendly • Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and professional boundaries with children and young people 	
Special Requirements	<ul style="list-style-type: none"> • Must be willing to administer medicine 	

Job Description Acknowledgement: I have received, reviewed, and fully understand the job description for Senior First Aider & Medication Coordinator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name

Employee Signature

Date

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person-specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for all employees and volunteers. We are a no smoking site.