



## JOB DESCRIPTION

<b>Title:</b>	<b>Medical Lead &amp; EVC</b>
<b>Grade and Salary:</b>	LCC08, points 15-18
<b>Contract:</b>	Permanent, part-time (19.5hr x 39wk) under Local Government Terms and Conditions
<b>Working Hours:</b>	To be agreed
<b>Responsible To:</b>	Senior Leader with responsibility for First Aid and Medical Needs
<b>Job Purpose:</b>	To provide a high-quality first aid service to students and staff, manage the school's medical administrative requirements, and ensure the safe planning and execution of all off-site educational visits. You will be the primary point of contact between the school, parents and external medical professionals regarding student health.

### Key Responsibilities

#### 1. Lead First Aid & Medical Management

- **Primary First Aider:** Act as the lead person for providing first aid to students, staff, and visitors.
- **Medical Room Management:** Maintain a clean, safe, and welcoming medical room environment.
- **Stock Control:** Regularly audit and replenish first aid kits across the school (e.g., PE department, science labs, minibuses).
- **Medication Administration:** Securely store and administer prescribed medication in accordance with school policy and DfE guidelines.

#### 2. Student Health & Welfare

- **Individual Healthcare Plans (IHPs):** In collaboration with parents and healthcare professionals, draft, update, and review IHPs for students with complex medical needs.
- **Staff Communication:** Ensure all relevant staff are briefed on student allergies (e.g., Nut-Free policies) and chronic conditions (e.g., Epilepsy, Diabetes, Asthma).
- **Students with reduced mobility:** Work with parents and students to ensure that those with reduced mobility (including temporarily) have easy access to buildings. This includes putting PEEPs into place.
- **Parent Liaison:** Meet with parents of students with medical needs to ensure the school can support their child effectively and safely.

#### 3. Educational Visits Coordinator (EVC)

- **Trip Oversight:** Oversee the planning and approval process for all school trips and off-site activities using the school's management system (e.g., EVOLVE).
- **Risk Assessment:** Review staff risk assessments for trips, ensuring that medical needs and first aid provisions are integrated into the planning.
- **Compliance:** Ensure all visits comply with National Guidance and school health and safety policies.
- **Minibus:** Managing bookings and maintenance of the school minibus.

#### 4. Administration & Compliance

- **Record Keeping:** Maintain accurate logs of all first aid administered and accidents reported (using systems like Bromcom).
- **Reporting:** Reporting serious incidents under RIDDOR where necessary.
- **Training:** Keep a register of staff first aid qualifications and coordinate refresher training.

## 5. Student Vaccination Liaison

The NHS immunization teams frequently visit secondary schools. This person is the ideal point of contact for:

- **Organizing Vaccinations:** Coordinating the space, the timetable for students to leave lessons, and managing the consent forms.
- **NHS Liaison:** Being the primary contact for the School Nursing Team and local health authorities.

Any other duties as reasonable required, within the scope and spirit of the job title and its grading.

### Person Specification

Attribute	Essential	Desirable
Qualifications	Valid 3-day First Aid at Work (FAW) certificate.	EVC Training (or willingness to train); Paediatric First Aid (or willingness to train).
Experience	Experience working with young people in a school or clinical setting.	Experience managing medical records or risk assessments.
Knowledge	Understanding of DfE 'Supporting pupils with medical conditions' guidance.	Knowledge of EVOLVE or similar trip management software.
Skills	Calm under pressure; excellent communication with parents and teens.	Highly organized with strong IT literacy (Excel/Word).

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### Working Environment

Secondary schools are fast-paced environments. The successful candidate must be comfortable moving between administrative tasks and emergency response. This role requires an Enhanced DBS check.