



PASSMORES COOPERATIVE LEARNING COMMUNITY

Job Description

Position: First Aider

Line Manager: Lucy Goddard - Vice Principal

Location: Passmores Academy

Performance Management Reviewer: Lucy Goddard - Vice Principal

Job Purpose

To act as the school's primary First Aider and be responsible for the medical room.

Administration

- Maintain Medical Care Plans for all relevant pupils and liaise with parents, outside agencies and relevant staff regarding any changes.
- Create Medical Care Plans for all new students.
- Liaise with the NHS Vaccination team to arrange vaccinations administered at school.
- Liaise with staff regarding medical needs for students going on a school trip.
- Arrange and book First Aid and Diabetes training for all relevant staff.
- Any reasonable task required daily.

Medical Room

- To assess First Aid problems presented by pupils, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill whilst also encouraging them to return to their normal timetable as soon as appropriate.
- Record all visits to the medical room and communicate with parents about any medical care provided to pupils during the day.
- Administer and document prescription and non-prescription medicines, ensuring parental consent is obtained and recorded.

- Oversee and monitor stored medication for pupils, ensuring replacements are obtained when necessary. Ensure all relevant parental consent forms to administer medicine are obtained.
- Ensure that all students' EpiPens and inhalers are in date.
- Maintain the medical room and all medical supplies, ordering equipment and resources as necessary. Assist in completing stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished.
- Regular checking of school defibrillators, including ordering of new pads & batteries when required.
- Prepare First Aid kits for school outings or sports fixtures together with inhalers, emergency medicines and any other child specific medication required.
- Attend First Aid and Diabetes training and keep up to date on new policies and procedures.

Whole School

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Well-Being and Mental Health

As a member of staff at PCLC, we take responsibility for looking after our own mental health and wellbeing and that of other adults and children by:

- Supporting and adopting evidence-based practice from credible organizations (e.g. Mind), which have been proven to improve and sustain positive mental health and wellbeing for children and adults.
- Developing knowledge and awareness of how children's mental health can impact on their wellbeing and development.
- Managing our own health and wellbeing, by adopting good health behaviours (for example in relation to diet, exercise, alcohol consumption and smoking).
- Informing a line manager or mental health first aid team member if concerned about the mental health or wellbeing of ourselves or of others.
- Tackling and challenging any stigma regarding mental health and offering support, kindness and understanding to others in need.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with line manager, relevant support staff, subject staff, pastoral staff, LA staff, parents/carers and outside agencies, as and when required.

Health and Safety

1. To assist with the carrying out of risk assessments.
2. To ensure that Health and Safety policies and procedures are followed.

Other specific duties

1. To play an active part in the life of the school community

The job description is current at the date shown, but, in consultation with you, may be changed by a co-principal to reflect or anticipate changes in the job commensurate with the grade and the job title.

**Vic Goddard
CEO
June 2026**