



Job Description

Job title: First Aid Administrator
Salary: Grade 2 SCP 3-5
Hours/weeks: 37 hours per week/ Term Time Only plus 3 Weeks
Responsible to: Academy Health and Safety Officer

Vision and purpose

Overall purpose of the post is to provide First Aid. The post holder will be responsible for assessing medical and welfare needs of students and staff, and administer front-line First Aid duties along with connected administration, promoting a welcoming environment; promoting and supporting effective communication with school and parents and promoting and supporting effective day-to-day organisation within Academy.

To be the first call for First Aid and be part of a team providing first aid support as effectively as possible, ensuring that communications and reports are made in a timely manner that meet the needs and expectations of all stakeholders including compliance with relevant OAT Head Office policies and processes as needed.

Main duties/responsibilities

- To assess First Aid problems presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To accompany students, where the need arises, to hospital and remain with them until parents/carers arrive.
- To be responsible for administering prescribed drugs which are necessary to be taken by students during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To ensure all medication, including EPIPens, inhalers etc. are in date and stored safely and securely. This includes annual correspondence with parents / carers to collect and dispose of medications where required.
- To attend to minor medical needs of students as required, and look after students who feel ill.
- To inform the relevant Senior Leaders in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.
- Contribute to creating and maintaining PEEPs and EHCPs
- To keep the accident record book up to date, including details of injuries, make any required RIDDOR reports for accidents at work
- To carry out regular stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To maintain stocks and ordering supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- To maintain detailed and accurate records on relevant systems.
- Maintain Individual Health Care Plans for students ensuring staff are informed of any changes and liaise with School Nurse, SENDCO and other health professionals, as required, regarding specialist provision.
- Liaise with relevant members of staff regarding requirements for medical provision on offsite trips.
- Contribute to the planning and development of first aid administrative procedures and systems.
- Liaise with vaccination providers to support with collecting consent and organising provision during vaccination days.

- May invigilate exams and tests.
- Undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

General responsibilities

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

To attend any necessary training that is required to enable the duties of the role to be carried out.

The post holder must at all times carry out his/her responsibilities with due regard to **all** Academy policies, not least the Child Protection and Safeguarding Policy, and organisation and arrangements for Health and Safety at Work.

Child Protection

- To have due regard for safeguarding and promoting the welfare of students;
- To follow the child protection procedures adopted by the Safeguarding Children's Board and the Academy's Safeguarding Policy.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the Academy's (or section) mentioned above or in a comparable post in any of the Academy's other sections or departments.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.