



Job Description

Great Marlow School – First Aider/ School Nurse

JOB TITLE: First Aider/ School Nurse

RESPONSIBLE TO: Administration Manager

JOB PURPOSE: To provide an effective and focused frontline First Aid support service to staff and students at Great Marlow School

Main duties and responsibilities:

1. To be the primary first aider to assist students and staff who are unwell or injured or in need of support with their medical conditions
2. To store and distribute student medication as appropriate (including administer adrenaline autoinjectors (Epipens))
3. Deal with all enquiries of a First Aid nature, including management of the medical room, first aid equipment and wheelchairs
4. Maintenance of records, including completion of statutory accident/incident reports
5. Monitor and maintain healthcare plans for individual students
6. Liaise with staff and outside agencies as required – including having responsibility for NHS School Nurses
7. Facilitate vaccination programmes at school
8. To carry out risk assessments, where required, in line with these duties
9. Holding and distribution of medication (following prior agreement with parent/carer) to students and keeping relevant records. Supervise the taking of medication at appropriate times, checking expiry dates, dosages and make sure they are always secure
10. Maintain a register of students attending the school's first aid facilities recording their needs and provision. Register any concerns with the year teams
11. Contact parents/guardians/next of kin as necessary regarding student's health/illness/injury
12. Attend emergency medical incidents wherever they occur in the school and undertake whatever action necessary to stabilise and assist the casualty which may include calling the emergency services
13. Encourage students to return to lessons to maximise their learning time and not to use the medical facilities for anything but a short time
14. Medical stock control
15. Maintenance of first aid boxes, including ordering and stocking of medical equipment and supplying of appropriate first aid materials for school visits
16. Develop a partnership with parents of students with chronic illness
17. Attend training courses, seminars and meetings as required to maintain the needs of the post
18. To ensure relevant staff are kept informed of any students in the Medical Room
19. To assess (within limitation of first aid training) the severity of accident or illness and, where necessary, arrange for transport home/ambulance/G.P./hospital
20. To keep an accident record book and complete relevant forms whenever required
21. To be responsible for inputting accidents/incidents onto the Local Authority website
22. To assist staff, students and visitors with general enquiries

23. To provide routine administration support.
24. To attend staff training (or to undertake other appropriate duties), on the staff training days each year
25. To always maintain confidentiality in respect of school and personnel related matters and to prevent disclosure of confidential and sensitive information.
26. To take part in any arrangements for performance management that the school may make
27. To undertake any other duties of a similar level and responsibility as may be required
28. To work safely and bring to the line manager's attention any faults, accidents, incidents or near misses and any other health and safety concerns in order that the academy remains a healthy and safe environment for all stakeholders
29. To be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. staff code of conduct and equality policies, and data protection and copyright legislation
30. To practice and promote fair and equal treatment of all staff, parents and pupils throughout the course of performing all duties contained within this job description
31. To be responsible for the safeguarding and promoting the welfare of all children.