



Dereham Neatherd High School
Job Description

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| Name: | |
| Job Title: | First Aider |
| Salary range | NJC Scale 5-6 |
| Responsible to: | School Health Practitioner |
| Responsible for: | Supporting the School Health Practitioner to run the first aid room, assessing the medical and welfare needs of students, and administering front line first aid when necessary |
| Effective Date: | September 2026 |

| Role and Context | |
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| General Duties and Responsibilities: | <ul style="list-style-type: none"> • To assess medical issues presented by pupils, taking appropriate action in the event of an emergency and communicating with staff, pupils and parents/guardians as necessary. • To supervise pupils who need to take medication during the school day, ensuring that parental consent is obtained and recorded. • Assist with the safe-keeping of medication. • Maintain secure and accurate records of pupils' attendance to first aid. • To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill, contacting parents for those pupils who need to be collected and taken home. • To support training for relevant staff on auto injector use, diabetes, asthma etc • To support vaccination sessions, undertaking the necessary communications and ensuring appropriate records are completed and retained. Supervising students on the day of vaccinations. • To enter pupil medical information into Bromcom, maintain accurate records in accordance with new and changing medical needs. • To keep up to date accident records, including details of injuries. • To take responsibility for the first aid area in the absence of the School Health Practitioner, ensuring this is kept clean and tidy. • To maintain confidentiality of information acquired while undertaking duties for the school. • To complete relevant safeguarding reporting forms when necessary and pass to the Safeguarding Team. |
| General | <ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme |

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date: