



## Job Description

**Job Title:** Health and Wellbeing Officer

**Reporting to:** Business Manager

### **Overall purpose of the post:**

To be the lead for managing medicines.

To lead on the provision of First Aid and medical assistance to students and staff at the academy.

To play a key role in the ongoing health and welfare of students and staff across the academy.

To produce individual Healthcare plans, PEEPS, and Risk Assessments for N Code Children, with support from inclusion teams for children with SEND.

### **Main Duties and Responsibilities:**

- Attend to the medical needs of students and staff, providing first aid and signposting to other medical providers where necessary;
- Collect medication from students for safe storage and administration;
- Liaise with School Health to administer regular programmes of medical, dental, optical and auditory testing and immunisation as required;
- Arrange for students to go to hospital/home/doctors/dentists as necessary;
- Ensure accident reports and RIDDOR forms are completed in accordance with the Health and Safety Policy and that statistics of accidents are produced on a regular basis;
- Provide basic First Aid, health and safety and accident training for staff;
- Assist with the provision of Personal, Health and Social Education ensuring a programme of health initiatives is promoted across the academy;
- Take an active role in supporting healthy eating and work with groups of students;
- Ensure that First Aid boxes in the academy are fully equipped, checked and refilled;
- Attend meetings within and on behalf of the academy as required;
- Liaise with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of medical information for the new intake;
- Keep student medical information up to date;

- Keep stock of equipment and materials and order as required, ensuring deliveries are accurate and invoices correct within an allocated budget;
- Maintain accurate records and produce reports as required;
- Produce risk assessments, including supporting with the production of risk assessments for trips when necessary;
- Comply with the academy's security requirements in relation to access to medicines and student information;
- Ensure that medical training and approach is up to date and in line with current medical advice and practice.

### **Additional Responsibilities**

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents and external agency professionals.

**Internal:** Students, staff, Governors, parents and any other visitors to the academy.

This job description may be subject to change, following consultation between the post holder and the academy.