

## Job Description

**Job Title: Health & First Aid Leader**

**Reporting to:** Safety & Educational Visits Co-ordinator      **Grade:** Grade 2

**Accountable for:** N/A

### Overall purpose of the post:

- To provide emergency first aid to staff, pupils and members of the public ensuring compliance with relevant safety legislation.

### Main duties and responsibilities:

- Responding to first aid calls and taking the necessary action to ensure staff and student safety.
- Responsibility for accompanying students to hospital whenever necessary and for transporting excluded students home, together with the delivery of any documentation.
- Maintaining first aid treatment database.
- Highlighting incidents which are reportable to county via wellworker to the supervisor and identifying incidents which are reportable to the HSE under RIDDOR 95.
- Logging incidents on wellworker in the absence of senior staff.
- Highlighting recurrent issues involving pupils to relevant persons.
- Liaising with pastoral staff and SENCO to ensure medication is kept and logged in accordance with local procedures.
- Following the academy policy on the administration of medicines.
- Following safeguarding procedures.
- Completion of timely stock takes of first aid materials, ensuring items required are highlighted to senior staff.
- Covering CCTV cameras during times of staff absence.

### Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- 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, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.