



## Job Description

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

**Reporting to:** Inclusion Coordinator

**Grade:** 4

### **Purpose of the Post**

To provide effective first aid and medical assistance to students and staff throughout the Academy day during term time.

To offer an efficient and effective service, maintaining clear accurate work, meeting deadlines, successful task completion, confidentiality and the ability to work on your own initiative.

Play a key role in the ongoing health and welfare of students and staff across the Academy.

### **Main Duties and Responsibilities**

- This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.
- To be the key first aider for the Academy during the hours of duty during term.
- Collect medication from parents for safe storage and administration.
- To ensure the control and disposal of unused medicines.
- To check and replenish, as necessary, all first aid boxes at least once per term, ordering replacement items as necessary.
- To ensure the provision of first aid equipment for Academy visits.
- To create a rota of additional first aid provision using suitably trained support staff.
- Assist with arrangements for first aid materials as necessary.
- To monitor and arrange first aid training for other members of staff as and when required.
- Administer medication to students in accordance with the Supporting Students with Medical Conditions Policy.
- To initiate individual student healthcare plans, liaise with appropriate pastoral staff to ensure up-to-date information is maintained regarding care needs. Ensure appropriate liaison with parents when required regarding changes to student needs.
- Liaise with school health teams to administer regular programmed of medical, dental, optical and auditory testing and immunisation as required;

- Ensure accident reports and RIDDOR reports are completed in accordance with the Health and Safety Policy and produce accident statistics to the Business Manager as necessary including gathering and collating appropriate documentation and statements from injured parties in relation to incidents.
- Arrange for students to go to hospital / home / doctors / dentists as necessary;
- Attend meetings within and on behalf of the Academy as required;
- Assist with the communications 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 appropriate records of medical information and registers of medication administered;
- Comply with the Academy's security requirements in relation to medicines and student information;
- To be aware of the Data Protection Act and other legislation to ensure confidentiality of records.

### **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.