



Job description

NAME:	
POST TITLE:	Pupil Wellbeing Coordinator
PAY SCALE:	Scale 5-39 weeks 8.45-3.45 (6 hours)
PURPOSE OF THE JOB:	To effectively take charge of the day to day health of each child in the school To provide general welfare support for all school users To act as a First Aider at Work for De Lucy Primary School
RESPONSIBLE TO:	Assistant Headteacher responsible for Inclusion

Specifically:
Welfare:
<ul style="list-style-type: none">• To lead on whole school First Aid provision – acting as main first aider and co-ordinating support from other first aiders; to have overview of First Aid training and ensure all up to date with relevant training• To administer first aid and medicine to pupils/staff/volunteers/students as required, in keeping with the school's policies• Ensure that appropriate first aid records are kept and stored• Storing and recording the administration of medicine appropriately• Manage the medical requisites budget and order and maintain appropriate stock of first aid supplies• Maintain all school first aid boxes on site and for school trips replenishing as needed• To ensure that policies relating to medical issues are up to date with DFE guidance and advise School Leadership Team and Governors accordingly• To assist pupils as necessary, with personal hygiene routines, including training, changing of incontinent/sick children• Providing assistance with the physical needs of students requiring this type of support• Be responsible for dietary banding system for pupils (halal, vegetarian and allergies) for Incito catering staff updating pupil records and informing relevant staff• Be responsible for setting up and maintain Asthma cards for pupils• Regularly check asthma pumps and epi-pens for expiry dates and record• Assist school nurse if needed for medical and screening appointments• Organise health screening including height/weight screening and fly spray applications following the guidance from the health care professionals. This includes organizing rooms, informing parents and staff and collecting parental consent• To liaise with Admin Officer responsible for attendance to be aware of outbreaks of reportable diseases• Give out information on request and routinely on communicable diseases, contagious conditions and ailments• Promote health education in partnership with teaching/support staff and the Health Authority• Ensure that the highest possible standards of clinical procedures are maintained including updating pupils' data from parental updates on pupils' conditions and

informing the school nurse so that information can be verified. Once verified, update the Medical Alert Handbook

- Liaise with parents regarding pupils' sickness/injury and pass on information on a need to know basis
- Liaise with SENCo and Inclusion Leader and other staff to prepare referrals to the school nurse and other professionals
- To update staff on any changes to welfare procedures
- Liaise with staff, parents and medical personnel ensuring the Headteacher is updated about all medical and incidental information about pupils
- Work within Child Protection procedures and to liaise with designated Child Protection officers
- To ensure confidentiality of all medical information
- Ensure that the medical room is kept tidy.

Health & Safety Administration

- Complete accident reports following incidents and send reports to appropriate authorities via iTrent as an administrator
- To ensure that the School Leadership Team and School Business Manager are apprised of findings and recommendations arising from accidents
- To ensure that Health Care Plans are in place

Clerical

- Undertake filing, photocopying, laminating, binding and reprographic work as required.

General:

- To undertake any training which is commensurate with the post
- Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others
- Support, uphold and contribute to the development of the school's equal rights policies.
- Assisting with any other duties of a similar level of responsibility as required by the Headteacher.

Signed: (Headteacher) _____ **Date:** _____

- ☐ I have read the school's **Child protection policy**
- ☐ I have read the guidance in the **Keeping children safe in education: information for all school and college staff**
- ☐ I agree to abide by the **Staff handbook**

Signed: (Post Holder) _____ **Date:** _____