

Job Description

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| All employment requirements to be performed in accordance with the provisions of the National Joint Council for Local Authorities’ APT & C handbook.  The job description is designed to supplement the above by highlighting those areas regarded by the head teacher as being of specific relevance and importance to Carlton le Willows School. |

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| 1. Title of Post |
| Healthcare Advisor |

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| 2. Name of Employee |
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| 3. Salary |
| NJC APT&C Scale 3 / 4 (Points 14-21) Dependent on qualifications and experience |

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| 4. Accountable and Responsible To: |
| Director of Student Services |

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| 5. Main Purpose of the Job |
| 1. It is recognised that the primary purpose of this post is to ensure that all children with medical conditions, in terms of physical health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential. (See Department for Education Guidance April 2014). This includes composing and ensuring the maintenance of care plans. 2. Giving first aid or enlisting medical support for pupils with more urgent injuries/illness. |

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| 6. Accountable and Responsible for the Following Key Tasks: |
| The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.  To be responsible for the following duties and responsibilities:  Support first aid provision throughout the academy and, where necessary, provide emergency (not generic 1st line) first aid cover which would include:   1. Deciding in the case of referred pupils with non-urgent medical problems if, parents should be contacted directly or whether or not the student should first be given time in the school medical room to recover. 2. Monitoring the condition of such students, to facilitate their return to normal classes or if appropriate should it be judged that the student is ill enough to be sent home, to make the necessary arrangements to contact parents. 3. Ensuring that students sent home are logged out through the school office and that the necessary information is passed to the attendance officer, student support advisors and tutors accordingly. 4. Deciding on the most appropriate course of action in the case of pupils, staff or visitors referred with urgent medical problems/injuries, which may involve first aid treatment, hospitalisation, contacting parents, or calling for an ambulance. 5. Liaising with staff/parents/medical professionals regarding the transfer of responsibility for the care and welfare of such referred pupils as required. 6. Ensuring the completion of online-accident reports in accordance with HSE/Riddor requirements, alerting the Estates Manager and Head teacher, where necessary, to cases of specific concern which may need to be reported to the governing body and thereafter filing such information. 7. Conduct risk assessments for students with mobility issues. Implementing measures to facilitate student attendance at school, involving senior managers where necessary. 8. Ensuring the safe and secure storage of medicines within school and administering medication of routine medicines with parental consent as necessary. 9. Facilitating the delivery of first aid training maintaining accurate records of first aid provision and ensuring requalification is arranged as necessary. 10. Facilitating the delivery of evacuation chair training and ensuring the equipment is maintained as required. 11. Facilitating the organisation of health appraisals and immunisations as required. 12. Ensuring that first aid boxes throughout the school and for off-site trips and visits are suitably replenished and to order appropriate supplies to enable this to be done. 13. Ensuring first aid equipment such as defibrillators and wheelchairs are suitably located, maintained and fit for purpose. 14. Be a member of the ‘Critical Incident and Emergency Planning Committee’ reporting on first aid incidents as appropriate.   Supporting children with medical conditions   1. Compose individual health care plans for students, in liaison with the student, their parent/carers and where appropriate relevant school staff and healthcare professionals. 2. Support with strategies, including reintegration, aimed at ensuring long term absences due to health problems do not affect student’s general wellbeing, emotional health and educational attainment. 3. Monitor individual health care plans. 4. Review health care plans at least annually. 5. Provide advice on appropriate training to support children with medical conditions. 6. Liaise with Nottinghamshire County Council’s Tackling Emerging Threats to Children Team and Nottinghamshire Public Health to maintain up-to-date policy and guidance concerning medical conditions, vaccinations etc.   **Health and Well Being Support:**   1. Organise Health Education events to promote wider knowledge and understanding of emotional health and wellbeing issues across the school community. 2. Facilitate multi-agency working and communication for the students and their families who may be experiencing particular emotional health and wellbeing problems which impact on attendance or that are as a result of medical conditions. 3. In liaison with school staff, relevant outside agencies and families apply to the Early Help Unit (EHAFs) for identified pupils with medical conditions or poor attendance as required. 4. Under the direction of the Senior Designated Child Protection Officer and in accordance with the school’s child protection policy, take appropriate action following CP disclosures, including making referrals to social care, ensuring the safe storage of confidential records and representing the school at child protection strategy meetings. 5. Liaising with the school nurse as required and providing pupils with medical conditions or poor attendance with an appropriate level of support in relation to sexual health issues and to refer them when necessary to clinic. 6. Overseeing arrangements to support teenage pregnancies in order to maintain pupil engagement in education/training. 7. Engage Nottinghamshire County Council’s Tackling Emerging Threats to Children Team to assist with a range of health and wellbeing agendas. 8. Create an ethos of sustainability and shared responsibility by upskilling and enabling school staff where possible through education, training and signposting to relevant organisations and resources.   **School support:**   1. Being aware of and complying with policies and procedures of the school, particularly relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person. 2. Being aware of and supporting difference, ensuring all pupils have equal access and opportunities to learn and develop. 3. Contributing to the overall ethos/work/aims of the school. 4. Participating in the appraisal process, attending training and other learning/development activities as required. 5. Playing a full part in school life by contributing to pupils’ wider development through, for example clubs, extracurricular activities and events. 6. Accompanying teaching staff and students on visits, trips and extra-curricular activities as required. |

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| 7. Further Statement |
| This job description is effective from September 2017. The contents have been agreed in consultation with the post-holder and the school.  Undertaking any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined/subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.  The school will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |