

### **Job Description: Inclusion Officer – First Aid**

**Name:**

**Post:           Inclusion Officer – First Aid**

#### **Relationships:**

The post holder is responsible to the Vice Principal – Inclusion in all matters relating to this post. The post holder will work closely with all pastoral team members and support them when necessary to meet students' needs.

#### **Purpose:**

- The role of the Inclusion Officer is to support the pastoral team with the management and response to behaviour and safeguarding. Primarily this includes working with individuals and/or small groups to resolve difficulties causing concern as quickly as possible so as to promote learning and well-being.
- To co-ordinate and provide effective first aid and emergency care to all members of Oak Academy.
- To act as a designated first aider to ensure that the academy meets its legal requirements under the Health and Safety at Work Act.

#### **Lead First Aider Responsibilities:**

- Attending/directing first aid requests from pupils, staff and visitors.
- Over-seeing and managing first aiders within the Oak Academy First Aid Team.
- Ensuring that all first aiders and/or staff complete the appropriate paperwork when an injury or accident has occurred.
- Ensuring Accident Book is maintained in line with HSE guidelines, reports are numbered and scanned, and uploaded to SIMS (either pupil or staff record as appropriate).
- Ensuring incident reports are completed for all first aid incidences and that they are logged on SIMS.
- Ensuring staff are aware of medical needs of students through a medical photo sheet and keep medical photo sheet up to date and share it effectively with staff.
- Giving guidance and training to whole staff on first aid information.
- Potential in class support for specific medical students where required.
- In consultation with the relevant colleagues (e.g. Behaviour Support, Pastoral), ensure parents are contacted following an injury, especially when there has been a head injury.
- Ensure appropriate first aid and medical paperwork is completed and up to date, including; care plans, risk assessments, Personal Emergency Evacuation Plan (PEEP), Student Information Passports (SIPs) and Medical Information Passport (MIPs).
- Ensuring there are sufficient first aid supplies and re-ordering as necessary.
- Ensuring there is a first aid kit and medication (if appropriate) for each off-site visit.
- Maintenance of student medication registers to include asthma and allergy records. Be aware of specific medical conditions and how to use/administer specialist equipment such as EpiPen's.
- Overseeing medical needs for students who need day to day support e.g. diabetics, CF, ADHD, Epileptic, etc.

- Liaising with relevant colleagues regarding a new pupil's medical needs, ensuring SIMS is updated and staff aware.
- Ensure medication received is appropriately labelled and stored in the secure medical cabinet; Medication received must be labelled by the pharmacy with the pupil's name and dosage, and be in the packaging it was dispensed in.
- Ensuring daily medication is recorded on SIMS (as it is given) by staff trained to administer meds
- Upload new medical notes in SIMS.
- Ensuring adequate medication is available and contacting parents/carers when new supply required.
- Communicate with parents with regards to first aid or medical needs of students and if a student refuses medication.
- Paracetamol is available for staff upon request and for pupils, following telephone consent from parent/carers (when under 18). Recording on SIMS for both staff and pupil requests.
- Liaising with outside agencies such as the School Nurse, physiotherapists, community paediatrician, and other professionals to meet the needs of students and write care plans.
- Organise and arrange Immunisation programmes, including permission letters.
- Notify, report and record deaths and injuries that arise from accidents at work to RIDDOR in line with RIDDOR reporting regulations.
- Report RIDDOR or serious accidents (not RIDDOR reportable) to the Business Director/Estates Director as soon as possible following incident.
- Be familiar with HSE reporting in case of a major injury or incident. Monitoring and coordinating accident reporting procedures, ensuring any necessary action is taken in line with both health and safety legislation and internal procedures, within the prescribed time limits.

With Vice Principal for Inclusion support:

- Ensure Medical / first aid policy is up to date and in line with current legislation.
- Ensure all Training Records are up to date on SIMS, staff First Aid qualifications are renewed where necessary, specialist medication/condition training is organised such as EpiPen training, manual handling, or intimate care.

**General Duties:**

- Engaging with students to meet their needs.
- Complying with, promoting, and acting in accordance with all Academy and Trust policies.
- Complying with data protection legislation and expectations for confidentiality.
- Identifying and agreeing personal development objectives with the line manager.
- Making effective use of the development opportunities available to you.
- Promoting and safeguarding the welfare of pupils in your care or that you come into contact with in accordance with the whole school Child Protection Policy.
- Any other duties commensurate with this post as directed by the Vice Principal - Inclusion.

**Arrangements for Performance Management:**

Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.

The post-holder will be provided with induction support covering the basics of the job and the context of the work.



If appropriate this may be followed by attendance at a structured formal induction course. The post-holder will be provided with a school mentor/ line manager or other experienced staff member who can be consulted for guidance.

The performance management meeting will evaluate achievements, agree areas for development, set appropriate targets and examine potential training, requirements, changes and actions to be taken.

**This job needs to be considered in the context of a changing and evolving Academy and therefore the duties detailed here will need to be adjusted to meet the needs of a changing organisation.**

**NOTES:**

**This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.**

**Signature of Post Holder:** ..... **Date:** .....

**Name of Post Holder:** .....

**Signature of Principal:**  **Date:** .....

**Name of Principal: Richard Burgas**

THIS POST IS EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT 1974  
 OAK ACADEMY IS COMMITTED TO PROVIDING A SAFE, SUPPORTIVE AND STIMULATING  
 ENVIRONMENT FOR ALL ITS PUPILS FOLLOWING SAFEGUARDING CHILDREN 2004  
 GUIDELINES

**High Expectations Lead to High Achievers  
 Part of Ambitions Academies Trust**