

**MOORCROFT SCHOOL**

**JOB DESCRIPTION HEALTH CARE WORKER**

Main responsibilities:

* To manage a daily caseload discussed with School Health Sister, with knowledge of and adherence to school and Hillingdon Primary Care Trust procedures, particularly in the areas of :
  + Epilepsy care
  + Gastrostomy/ Jejunostomy care
  + Tracheostomy care
  + Enteral feeding
  + Administration of medication
* Most of the above will be support on a one to one basis, clients to be discussed and agreed daily
* To deliver a plan of care in partnership with health and education representatives
* To know and apply emergency procedures in the case of prolonged seizure activity
* To know and understand procedures for Anaphylaxis management.
* To know and apply procedures in the case of asthma attacks, with knowledge of and adherence to School Asthma Policy
* To ensure children’s medicines are in date and current, medical record forms and class folders are up to date and restock as necessary. Any changes to dose or medication must be discussed with nurse. Have knowledge and understand and adhere to school Policy on medications
* To check medication in and out of school at the start and end of the school day.
* To act as nominated First Aider for the school and maintain and order first aid equipment for classes.
* To be first call for unwell young people and if concerned to discuss with school nurse or Headteacher
* To monitor height and weight of children as required (school manual handling risk assessments)
* To assist in the maintenance of specialist equipment and hygiene areas (hoist/enteral feeding equipment check/suction equipment)
* To assist school nurse with administration relating to young persons, medical needs (flu vaccinations/dental/seeability
* To assist school nurse in preparing for medical review clinics (questionnaires to classroom staff/calling parents/sending letters).
* In absence of school health sister liaise with outside agencies regarding any welfare issues
* To report and refer to education and health colleagues as appropriate and comply with health and safety regulations
* To maintain awareness of healthy school programmes
* To move and handle pupils, adhering to School Manual Handling policy
* To participate in programmes of care, adhering to School Hygiene Policy including ordering hygiene equipment for staff and students
* To safeguard children and young people and report any concerns to the Designated Safeguarding Leads. Liaise with social care and other professionals under the direction of the Headteacher. To undertake Level 3 Safeguarding training and attend half termly safeguarding meetings.
* Attend multi-professional meetings as directed by the Headteacher.
* Attend whole school staff meetings, cross school team meetings and class meetings as directed by the Headteacher.
* Attend appropriate training as required by the school and attend school training days as directed.
* To deliver staff training under the direction of the school nurse.

**PERSON SPECIFICATION HEALTH CARE WORKER**

**Qualifications**

* A qualification appropriate to this field of work is desirable but not essential.
* A First Aid qualification is essential
* Experience of working with children with complex physical and medical needs in a special school setting is essential
* GCSE English and Maths; Grade C or above or equivalent

**Experience**

We are looking to appoint a candidate who has experience in:

* Procedures and activities relating to meeting the physical and medical needs of children with complex difficulties
* Working within a school environment with children in the secondary age range
* Working in a team to plan and implement appropriate activities and experiences for
* children with cognitive, physical and medical needs
* Assessing, reporting and recording the progress of children with special educational and medical needs either independently or in liaison with other professionals

**Job Related Skills**

We are looking to appoint a candidate who has skills in the following areas:

* The ability to communicate with a range of professionals and with parents
* Good ICT skills and knowledge of Microsoft Office.
* The ability to give verbal and written reports in the assessment of children
* The ability to take responsibility for individuals and small groups of children for agreed periods in the day
* The ability to work well within a team situation
* The ability to take initiative and work independently
* The ability to keep a calm and professional approach in a large and busy special school
* Ability to deliver training in their field.
* A willingness and commitment to support the wider life of the school
* A commitment to modelling personal conduct that represents the school in the best light at all times