



Job Description First Aid and Medical Assistant

Job Title	First Aid and Medical Assistant.
Grade	Band 2 (whole range).
Part-time:	Hours per week (9.30am – 2.45 pm with 15 minutes break). Term Time only (38 working weeks per annum).
Reports to	Business Manager.
Liaison with	Teaching staff, support staff, students, parents, local clinic
Job Purpose	To provide medical assistance to the school. To be responsible for day to day care of students and staff who are unwell or injured.

Main Duties and Responsibilities

- Maintain up to date 3 day First Aid at Work Certificate.
- Responsible for day to day care of students and staff who are unwell/injured.
- Daily record on children seen.
- Contacting Parents/doctor/hospital, call ambulance depending on the seriousness of illness/accident.
- To complete and submit accurate accident forms for all appropriate incidents involving students.
- To assist all employees in the completion of accident forms where necessary.
- Administer appropriate drugs in the case of epilepsy.
- Administer Hypo-stop or intra muscular glucose to diabetics if necessary, assist students with blood tests.
- Help organise vaccination programme with the appropriate agencies. Collating and checking returned forms. Reminding students who have not returned them.
- Collecting students and escorting them to the room for vaccinations.
- Assisting the outside agencies with the care of students during vaccinations.
- Liaising with outside agencies about care plans
- Ordering First Aid supplies.
- Checking and restocking First Aid boxes regularly, at least termly.
- Holding, issuing and return of First Aid Kits, sick bags etc. for trips/outings and sports events.
- Regularly maintain and update information of medical condition of students. Ensure information is circulated to relevant staff.
- To arrange qualified cover for planned periods of absence.
- To be responsible for the collation of information and statistics regarding students visiting the Medical Room via SIMS.
- Assess information gathered and liaise with parents, Year Managers and other agencies, should the need arise.

- To be responsible for updating and managing, on a regular basis, the support staff in their First Aid training.
- To be responsible for the management of Care plans and epipens.
- Escorting injured students to A & E where necessary.

Health & Safety Providing clerical support to H & S Co-ordinator as required including:

- Monitoring/filing of all documents relating to H & S.
- Attending H & S meetings.
- **Business Continuity Plan**-to maintain and update details of personnel and related appendices contained within the plan.
- **Health & Safety**-to initiate and co-ordinate termly inspections of the premises, ensuring appropriate documentation is completed by relevant personnel.
- **Department risk assessments** - to ensure documents are reviewed annually by relevant staff.
- **Reporting to RIDDOR** any relevant incidents.

Locker Keys • Maintaining record of and issuing locker keys to students.

General

- To undertake administrative tasks that may be allocated to you on an ad-hoc basis during quiet periods.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.