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| <b>School/College:</b>                   | Maplewell Hall School  |
| <b>Job Title:</b>                        | Medical Needs Coordinator  |
| <b>Grade:</b>                            | Grade 9 (£24,801 – £26,925) pro rata   |
| <b>Line Manager:</b>                     | Deputy Headteacher (Pastoral), Headteacher   |
| <b>Job Purpose:</b>                      | To have whole-school responsibility for the management of all medical and first aid needs across the school  |
| <b>MAIN DUTIES AND RESPONSIBILITIES:</b> |  |
| 1.                                       | Be responsible for all medical and first aid policies, procedures and protocols, and ensure these comply with the most recent local and national guidelines; |
| 2.                                       | Be responsible for ensuring first aid cover across the school is adequate at all times;  |
| 3.                                       | Be responsible for the day to day administration of medication;  |
| 4.                                       | Act as the student mental health lead in accordance with government guidance, as part of the wider pastoral team;  |
| 5.                                       | Support individual students with medical needs, continence management and personal hygiene routines to help them access the full school curriculum.          |

#### **Health & Safety Administration:**

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| 1. | Be responsible for ensuring all medical and first aid accident and incident records and reports are completed in accordance with local and national guidelines; |
| 2. | Be responsible for writing and updating all Personal Emergency Evacuation Plans (PEEPs);  |
| 3. | Be responsible for ensuring all Health Care Plans and associated Risk Assessments are in place, shared, followed and kept up to date;                           |
| 4. | Keep up to date medical and first aid records; including Schools MIS systems  |
| 5. | Ensure sufficient staff are appropriately trained to manage first aid and medical needs across the school;  |
| 6. | Ensure all staff have access to up to date information relating to students' first aid and medical needs;   |
| 7. | Be responsible for ordering, managing and auditing of PPE and First Aid consumables;  |
| 8. | Stay up to date with national health initiatives for young people attending training as required.   |

#### **Problem solving and Decision Making:**

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| 1  | Work independently in accordance with prescribed policies and procedures and deal with day to day issues;                                 |
| 2. | Use initiative to solve problems with creative solutions;   |
| 3. | Prioritise own workload, with some guidance from Senior Leaders, in order to meet deadlines.  |
| 4. | Determine whether a pupil is well enough to remain in school and make arrangements for them to go home or receive treatment as necessary; |
| 5. | Delegate tasks as appropriate.  |

**Contact and Relationships:**

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| 1. | To support the Designated Safeguarding Lead (DSL), attending Social Care meetings as required;   |
| 2. | Support the PSHE subject lead teacher to promote health education and healthy lifestyles across the school as part of the curriculum;  |
| 3. | Work with parents and carers to ensure an adequate supply of medication for students at all times;   |
| 4. | Provide parents and carers with guidance, information and support on health education and healthy lifestyles;  |
| 5. | Work in collaboration with the Home School Link workers to identify and support parents and carers of students with medical issues. This may include home visits, attending appointments and providing reports to health professionals and other agencies; |
| 6. | Work with the school's Educational Visits Co-ordinator to ensure first aid and medical needs are met on all off-site trips;  |
| 7. | Liaise and organise with Immunisation Team to co-ordinate vaccination sessions;  |
| 8. | Provide advice and guidance to pastoral staff on the medical needs of students;  |
| 9. | Work with the school's Occupational Therapists, Speech and Language Therapists, Art Therapist, Drama Therapist, counsellors, and the Hearing and Visual Impairment specialists to ensure a consistent and collaborative approach.                          |

**Standards and Quality Assurance:**

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| 1. | Support the aims and ethos of the school;  |
| 2. | Set a good example in terms of dress, punctuality and attendance;                                      |
| 3. | Attend team and staff meetings;  |
| 4. | Be proactive in matters relating to health and safety;   |
| 5. | Ensure the implementation of advice from medical professionals and agencies (For example, dietician.); |

**Physical Effort and Working Conditions:**

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| 1. | The post-holder is likely to come into contact with illnesses and infections; |
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**SPECIAL FACTORS:**

Subject to the duration of the need, the special conditions given below apply:

- a) The postholder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school;
- b) Expenses will be paid in accordance with the Local Conditions of Service;
- c) This post is subject to a DBS check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

|  | Essential  | Desirable  |
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| <p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• GCSE or equivalent in English.</li> <li>• Nursing or Health and Social Care Qualification.</li> <li>• First Aid certificate</li> </ul>  | <input type="checkbox"/>                                 | <input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> |
| <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>• A minimum three years' experience working with young people or in a care setting;</li> <li>• Experience of administering medication in a professional setting;</li> <li>• Experience of working in a school;</li> </ul> | <input type="checkbox"/><br><br><input type="checkbox"/> | <input type="checkbox"/><br><br><br><input type="checkbox"/>                             |
| <p><b><u>Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge of child protection and health and safety procedures;</li> </ul>   |  | <input type="checkbox"/>   |

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| <p><b><u>Professional skills</u></b></p> <ul style="list-style-type: none"> <li>• Able to communicate effectively both verbally and in writing with school staff. <input type="checkbox"/></li> <li>• Able to communicate effectively with students, taking into account their emotional needs and learning difficulties. <input type="checkbox"/></li> <li>• Able to write coherent, informative and objective reports. <input type="checkbox"/></li> <li>• Willing to develop new practices as directed. <input type="checkbox"/></li> <li>• Able to deal with challenging behaviour in accordance with school policy <input type="checkbox"/></li> <li>• Confident in using IT <input type="checkbox"/></li> <li>• Have a clear understanding of the importance of child protection and awareness of good practice issues. <input type="checkbox"/></li> </ul> <p>Have a commitment to equal opportunities and non-discriminatory practices for staff and students. <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>• <input type="checkbox"/></li> </ul> |  |  |
| <p><b><u>Personal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Well-organised and able to prioritise own workload. <input type="checkbox"/></li> <li>• Flexible approach. <input type="checkbox"/></li> <li>• Able to work effectively as a team member. <input type="checkbox"/></li> <li>• Able to act on own initiative. <input type="checkbox"/></li> <li>• To be approachable and able to discuss and deal with concerns as they arise being sensitive to the individual's need for support and encouragement. <input type="checkbox"/></li> <li>• Excellent health and attendance record. <input type="checkbox"/></li> </ul>   |  |  |
| <p><b><u>General Circumstances</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. <input type="checkbox"/></li> </ul>   |  |  |

**Factors not already covered**

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.



**App = Application Form**

**Test = Test**

**Int = Interview**

**Pre = Presentation**

**Med = Medical Questionnaire**

**Doc = Documentary Evidence (E.g., Certificates)**