



CARLTON LE WILLOWS ACADEMY

JOB DESCRIPTION

HEALTHCARE ADVISER

Responsible to:	Assistant Director of Student Services
Responsible for:	The provision of a full learning experience and support for students
Working Time	Part time (20-30 hours per week negotiable) Term time only

PURPOSE

To ensure that all children with medical conditions, in terms of physical health, are properly supported in school so they can play a full and active role in school life, remain healthy and achieve their academic potential (See Dept for Education Guidance April 2014). This includes composing and ensuring maintenance of care plans.

To provide first aid or enlist medical support for students with more urgent injuries/illness.

MAIN DUTIES

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.

Support first aid provision across the Academy

Supporting first aid provision across 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 advisers and tutors accordingly.

4. Deciding on the most appropriate course of action in the case of students, 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 students 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. Ensure that the online reporting system (Every) is being monitored and updated correctly by first aiders.
8. Conduct risk assessments for students with mobility issues. Implementing measures to facilitate student attendance at school, involving senior managers where necessary.
9. Ensuring the safe and secure storage of medicines within school and administering medication of routine medicines with parental consent as necessary.
10. Facilitating the delivery of first aid training, maintaining accurate records of first aid provision and ensuring requalification is arranged as necessary.
11. Facilitating the delivery of evacuation chair training and ensuring the equipment is maintained as required.
12. Facilitating the organisation of health appraisals and immunisations as required.
13. Ensuring that first aid boxes throughout the school and for off-site visits are suitably replenished and monitored, order appropriate supplies to enable this to be done.
14. Ensuring first aid equipment such as defibrillators and wheelchairs are suitably located, maintained and fit for purpose.
15. Be a member of the 'Critical Incident and Emergency Planning Committee' reporting on first aid incidents as appropriate

Supporting children with medical conditions:

16. Compose individual health care plans for students, in liaison with the student, their parent/carers and where appropriate relevant school staff and healthcare professionals.
17. 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.

18. Monitor individual health care plans.
19. Review health care plans at least annually.
20. Provide advice on appropriate training to support children with medical conditions.
21. 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:

22. Organise Health Education events to promote wider knowledge and understanding of emotional health and wellbeing issues across the school community.
23. 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.
24. 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.
25. 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.
26. 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.
27. Overseeing arrangements to support teenage pregnancies in order to maintain pupil engagement in education/training.
28. Engage Nottinghamshire County Council's Tackling Emerging Threats to Children Team to assist with a range of health and wellbeing agendas.
29. 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:

30. 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.
31. Being aware of and supporting difference, ensuring all pupils have equal access and opportunities to learn and develop.

32. Contributing to the overall ethos/work/aims of the school.
33. Participating in the appraisal process, attending training and other learning/development activities as required.
34. Playing a full part in school life by contributing to pupils' wider development through, for example clubs, extracurricular activities and events.
35. Accompanying teaching staff and students on visits, trips and extra-curricular activities as required.
36. To undertake any such duties as may be required by the Head Teacher.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the Job Description.

Signed: (Employee) Date: