

LANGLEY SCHOOL
Job Description
Job Role: Primary First Aider

SECTION: NON-TEACHING SUPPORT **SALARY GRADE:** Band C Points 8 to 14

Responsible to: Deputy Headteacher i/c Pastoral care

WORKING HOURS: 37 hours per week, term time plus INSETs (39 weeks per year)

SALARY RANGE: £26824-£29540 (part time/term time pro rata) Incremental progression subject to performance in post

RESPONSIBLE FOR: No direct reports

LOCATION:

Langley School

JOB PURPOSE:

To be responsible for the provision of first aid to staff, students and visitors to the school and to provide medical treatment as appropriate and manage the medical room.

WORK PERFORMED:

People responsibilities: The post holder is responsible for the provision of first aid to staff, students and visitors, and for liaison with the NHS School Nurse and other medical professionals/outside agencies, as appropriate.

WORK RESPONSIBILITIES:

- To assess First Aid issues presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To attend to minor medical needs of pupils, such as administering plasters, ice packs etc as required, and look after pupils who feel ill. To inform the Deputy Headteacher i/c Pastoral in the event of more serious medical concerns and contact parents as necessary.
- To advise on general health matters as presented by the staff and pupils, and communicate with parents as appropriate.
- To be responsible for administering prescribed drugs which are necessary to be taken by pupils during the school day, ensuring that parental consent is obtained and recorded.
- To be responsible for the safe-keeping of prescribed drugs in a locked cupboard.
- To meet with pupils returning to school after an injury which impacts mobility, hearing or sight and agree a personal emergency evacuation plan (PEEP), liaising with the relevant Head of Year.
- To liaise with other schools in order to assess pupils' potential medical needs prior to their attendance at the school.
- To network with internal and external health agencies on a regular basis. To liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Deputy Headteacher i/c Pastoral.
- To co-ordinate, administer and maintain Individual Health Care Plans for pupils with specific medical needs in conjunction with parents and any other relevant health care professionals.
- To enter all student medical information into Arbor, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- To make arrangements for vaccination sessions, hearing tests, eye sight test held by the Local Authority for the relevant age groups of pupils, undertaking the necessary communications and ensuring appropriate records are completed and retained.
- To liaise with class teachers regarding confidential medical matters.

- To keep an up to date accident record book, including details of injuries, and upload incidents that meet the set criteria to Assure.
- To carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
- To be responsible for maintaining stocks and ordering medical supplies and equipment in order to ensure adequate emergency medical resources exist within the school.
- To keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- To take responsibility for the medical room and ensure it is kept clean and tidy.
- To maintain confidentiality of information acquired while undertaking duties for the School.
- To carrying out risk assessments for pupils returning to school after a period of absence, e.g. broken limbs, operations.
- Produce figures for accidents/incidents in school for the Health and Safety Committee.

SAFEGUARDING RESPONSIBILITIES:

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for, or comes into contact with.

FINANCIAL RESPONSIBILITIES:

The post holder is responsible for the first aid budget and for the purchase/maintenance of stocks of medical supplies.

BUILDINGS AND EQUIPMENT RESPONSIBILITIES:

The post holder is responsible for the use and maintenance of wheelchairs.

SPECIAL CONDITIONS OF EMPLOYMENT:

MOBILITY:

Whilst the appointment is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade, at such a place as in the service of the Council they may be required.

NO SMOKING POLICY:

The Council operates a 'no smoking policy'. As such, the post holder is required to refrain from smoking in any Council workplace.

HEALTH AND SAFETY:

The post holder will be responsible for their personal health and safety as per the School's Health and Safety Policy.

As an employee of Langley School, the post holder will be responsible for observing their health and safety responsibilities as laid down in the Health and Safety Policies. In addition, the post holder will be responsible for co-operating with their Line Manager so that they may discharge their health and safety responsibilities effectively.

The post holder should refer to, and take note that specific responsibilities are detailed in Health and Safety Policies.

INFORMATION QUALITY:

The post holder is responsible for ensuring that they comply with Langley School's Information Quality Standards.

TRAINING AND DEVELOPMENT:

Langley School is committed to personal and organisational development of the individual. The post holder will be encouraged to contribute to identify and meet job related development needs.

DATA PROTECTION:

As an employee of Langley School, the post holder is expected to comply with the provisions of the Data Protection Act 1998.

EQUAL OPPORTUNITIES:

Langley School are committed to a wide range of diversity issues including equal opportunities. As an employee of Langley School the post holder is expected to demonstrate a commitment to a wide range of diversity issues including equal opportunities. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Langley School will check for any record of criminal conviction prior to appointment.

HCZ/DEV December 2025**Signature of employee:****Date:**