


Name		Alec Reed Academy Job Description
Date drafted	June 2017	
Date reviewed	June 2019	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.</p> <p>It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>

MANAGEMENT DETAILS

Job Title	Medical & Welfare Officer
Location/work base	Primary Phase with cross overs with the Secondary Phase
Grade	
Reporting to:	The Governing Body through the Principal
Line Manager	TBC
Posts directly supervised:	
Staff or contractors indirectly supervised	Academy First Aiders

THE MAIN PURPOSE OF THE JOB

The main purpose is for the pupils of the Academy, this is an all through academy and much of your time will be spent looking after the Primary Phase pupils, however there will be crossover with the Secondary Phase pupils, with whole Academy role is to focus on the healthcare and welfare needs of pupils. This involves leading and co-ordinating the Academy's First Aid provision; maintaining electronic records of pupils visiting the Medical Room including accident reporting; facilitating training for Academy staff to support pupils with healthcare needs; maintaining first aid equipment and stocks Academy-wide and day to day First Aid for Academy wide pupils.

The role also involves: assessing pupils' needs and developing a health improvement plan and liaising with the designated Child Protection Officer, SaFE Workers and Counsellor, to ensure any concerns arising from medical issues, health concerns or attendance and punctuality are acted upon.

SPECIFIC DUTIES AND RESPONSIBILITIES

The key responsibilities of the Academy Healthcare & Welfare Officer include:

Healthcare duties:

- being responsible for ensuring that pupils receive the highest quality day to day medical care including first aid as well as:
 - resolving welfare issues, referring more complex problems to appropriate staff/services
 - determining whether pupils have a genuine need to visit the Medical Room
 - determining what action to take with injury/illness at School
 - maintaining electronic records of pupils that visit the Medical Room including appropriate administration for Accident Reporting and liaison with the Health & Safety Co-Ordinator
 - looking after and administering of medicines brought in by parents for their children
 - providing help and support to pupils with common injuries or illnesses ranging from first aid support to ensuring an Ambulance or other professional medical help is contacted
 - advising staff if pupils need to be sent home or to hospital
 - keeping the Accident Book for pupils and staff ensuring prompt and effective communication with the Health & Safety Officer
 - keeping supply of clean clothes for Primary pupils in case of 'accidents'
 - ordering first aid supplies and keeping boxes stocked Academy-wide
 - keeping asthma/allergy register and spare inhalers
 - assisting pupils as necessary, with personal hygiene routines, in conjunction with the Intimate Care Policy i.e. two adults present when changing of incontinent/sick pupils in an emergency situation.

Assessment, planning and co-ordinating healthcare:

- making an assessment of the health needs of the Academy pupils and developing a health improvement plan
- working with pupils with health concerns – supporting to ensure appropriate attendance at lessons and continuance with learning
- collating individual medical plans and co-ordinating the appropriate staff to ensure they are deployed effectively
- leading the Academy's First Aid provision acting as the main First Aider and co-ordinating support from other First Aiders; having overview of First Aid training and ensuring all training is up to date
- be the key person Academy-wide to manage Anaphylaxis and other medical conditions e.g. asthma, diabetes or epilepsy; ensuring medication in School is up to date etc
- liaising with/referring to/informing the Ealing School Nurse Service of new pupils to the Academy with health/medical issues
- facilitating training for Academy staff to support pupils with healthcare needs, e.g. asthma, diabetes, anaphylaxis or epilepsy
- ensuring that policies relating to medical issues are up to date and advise the Leadership Team accordingly.

Working with stakeholders:

- liaising with and supporting the designated Child Protection Officer, SaFE Workers and Counsellor to ensure any concerns arising from medical issues, health concerns or attendance and punctuality are acted upon
- providing support and advice for parents, carers and Academy staff on childhood illnesses conditions; and the management and control of infection and communicable diseases in conjunction with the Ealing School Nurse Service
- working with pupils with health concerns e.g. diabetes, asthma, including support to ensure appropriate attendance at lessons and continuance with learning
- carrying out health assessment at School entry in support of the Ealing School Nurse Service e.g. height and weight
- liaising/sharing information directly with SaFE Workers, ARA Counsellor, Ealing School Nurse Service and the Leadership Team
- working with parents of pupils with health concerns to ensure maximum pupils participation as appropriate
- supporting the Ealing School Nurse Service in organising and co-ordinating any immunisation sessions
- maintain regular liaison/meetings with the school nurse service to confirm and distribute pupils appointments
- ensure CPD and necessary certificates and training are up to date e.g. First Aid
- any other ad hoc work required such as supporting in Primary Reception, if the post holder has capacity
- whilst at work, to take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.