



Stepney All Saints School

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Headteacher: Mr B Siaw

Job Description

Job Title: School Medical Needs Coordinator

Location: Stepney All Saints School

Position Type: Permanent

Grade: Scale 6, Points 18 – 20 (£37,509 to £38,637 pro rata)

Reports to: School Business Manager

Job Purpose:

To manage the day to day running of the medical needs within the school, providing essential first aid, keeping detailed medical records for students with additional needs, and overseeing medical supplies and medication for students.

Key Responsibilities:

- To be responsible for and coordinate all medical needs within the school.
- To maintain the health records and health care plans of all pupils.
- To co-ordinate all health assessment requests and meet regularly with the school nurse to receive updates and record progress/outcomes.
- To oversee and monitor the medication kept on-site for pupils, contacting parents/carers where necessary for replacement medication.
- To update and distribute the medical list to staff, including advising staff of medical needs at the start of the school year.
- To complete risk assessments for short term, mid-term and long term medical conditions.
- To oversee the effective in-school management of complex health needs of individual pupils.
- To oversee first aid provision within the school ensuring sufficient staff are trained to required levels, including health needs training, AED etc.
- To ensure first aid equipment/kits are located in strategic areas of the school, they are identified with signage, logged and kept fully stocked and in working order.
- To be the first response first aider for the school.
- To deliver first aid courses for staff and pupils as required.
- In medical emergencies to be the lead member of staff. To liaise with the ambulance service, hospital and contacting parents. To accompany pupils to hospital/appointments when required.
- To arrange and coordinate all in-school inoculations and examinations.
- To monitor and advise on staff health as requested.



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- To organise and maintain the medical room.
- To attend health related meetings and conferences as required.
- To work with discreet groups of pupils to monitor all health factors including obesity.
- To work/liaise with departments to provide information relating to physical fitness, diet and hygiene.
- To prepare and deliver assembly material on key topics areas of interest.
- To work with the safeguarding team, including the school counsellor and HOYs to provide support for target pupils/target groups of pupils.
- When necessary to attend meeting of professionals including TAFs, TACs and any other meeting where a medical view is required.
- To ensure all trips have risk assessed medical needs of the pupils on the trip.

Equal opportunities statement

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

Child protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

Commensurate statement

Undertake any other reasonable duties commensurate with the role as determined by the Headteacher/Manager.

This job description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time involving appropriate consultation with the postholder.

Signed _____
Postholder

Date _____

Signed _____
Headteacher

Date _____