



## Job Description

**Post:** Health Care Assistant/First Aider

**Accountable to:** Assistant Head (Safeguarding)

**Qualification:** Diploma in Health and Social Care or equivalent desirable but training will be offered.

### Key Responsibilities

#### 1. Nursing

- To provide first aid to each pupil, all members of staff and any visitors whilst on site. This will include:
- Organisation and running of nurse drop-in clinics during span of duty within agreed level of competence. Children should attend for routine medication and simple nursing needs.
- Advising children on minor ailments and referring to GP as appropriate.
- Assessing, implementing and evaluating in-patient care of pupils attending sick bay within agreed levels of competence.
- Provision of first aid and emergency care and treatment as necessary. This includes maintaining stock of all first aid kits. Management and maintenance of defibrillators on site.
- Provision of a confidential "counselling" and health advice service as appropriate.

#### 2. Health Prevention

- Operate procedures for control of infectious diseases.
- Follow procedures for the safe disposal of clinical waste and sharps.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.

#### 3. Health Education

- Promote health education throughout the school population.
- Keep up to date with current health promotion activities.

#### 4. Administration

- Maintain medical records accurately confidentially and safely.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols
- Maintenance of general office procedures.
- Ensure appropriate policies are kept up to date.

## **5. Health and safety**

- Have an involvement and awareness of Health and Safety issues within the school affecting staff, children or the environment.
- Keep records of reported incidents.

## **6. Liaison**

### **Internal:**

- Assistant Head (Safeguarding) and Pastoral Team.
- Liaise with parents as appropriate.
- School reception and office team and all other departments as necessary.

### **External:**

- School health advisors and other members of the primary health care team.
- Specialist nurses appropriate to health conditions within the school. (e.g. Diabetic specialist nurse)
- Social Services where appropriate