

Stepney All Saints School

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Headteacher: Mr P Woods

School Medical Needs Coordinator Job Description

Role title	School Medical Needs Coordinator
Purpose of role	To manage the day to day running of the medical needs within the school
Working hours	35 hours per week for 39 weeks per year (term-time only position)
Line Manager	AHT Safeguarding
Grade of Post	Scale 6

Key Duties:

1. To be responsible for and coordinate all medical needs within the school.
2. To maintain the health records and health care plans of all pupils.
3. To co-ordinate all health assessment requests and meet regularly with the school nurse to receive updates and record progress/outcomes.
4. To oversee and monitor the medication kept on-site for pupils, contacting parents/carers where necessary for replacement medication.
5. To update and distribute the medical list to staff, including advising staff of medical needs at the start of the school year.
6. To complete risk assessments for short term, mid-term and long term medical conditions.
7. To oversee the effective in-school management of complex health needs of individual pupils.
8. To oversee first aid provision within the school ensuring sufficient staff are trained to required levels, including health needs training, AED etc.
9. 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.
10. To be the first response first aider for the school.
11. To deliver first aid courses for staff and pupils as required.
12. 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.
13. To arrange and coordinate all in-school inoculations and examinations.
14. To monitor and advise on staff health as requested.
15. To organise and maintain the medical room.
16. To attend health related meetings and conferences as required.
17. To work with discreet groups of pupils to monitor all health factors including obesity.
18. To work/liase with departments to provide information relating to physical fitness, diet and hygiene.
19. To prepare and deliver assembly material on key topics areas of interest.
20. To work with the safeguarding team, including the school counsellor and HOYs to provide support for target pupils/target groups of pupils.
21. When necessary to attend meeting of professionals including TAFs, TACs and any other meeting where a medical view is required.
22. To ensure all trips have risk assessed medical needs of the pupils on the trip.

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All support staff are expected to:

- Support the school values and ethos
- Follow school policies, practices and procedures
- Participate in the annual appraisal system
- Support equal opportunities measures and promote anti-discriminatory practice
- Support safeguarding and child protection measures and promote the welfare of students
- Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager.

Sometimes support staff may be required to work beyond the usual hours e.g. to support at parents evenings or other school events. Time Off In Lieu is available in such circumstances.

This job description is not prescriptive. If the needs of the school change, the job description may be revised or amended at any time following appropriate consultation with the post holder.

Name of employee:	Signature:	Date:
Name of line-manager:	Signature:	Date:

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Person Specification

Essential

- Qualifications to A-Level or equivalent
- To be or previously was a qualified nurse, or have extensive medical experience
- At least two years' experience working in school or educational establishment
- Basic training on database systems for input and export of student data
- First Aid qualifications and experience of dealing with medical needs in an educational establishment
- Experience of working with young people with healthcare needs
- Experience of working with a team of staff

Desirable

- Ability of offer part-time counselling