

JOB DESCRIPTION

Post Title: First Aid / Welfare Officer

Responsible to: Deputy Headteacher and Business Manager

Scale: Scale 3, Point 5
£12,917 actual salary, pay award pending

30 hours, Monday to Thursday, term time only

Main purpose of the Job

To provide a medical support and first aid service to students and staff at school, arising from accidents or illness and administrative support.

Summary of the responsibilities and personal duties

- Responding to the medical needs of students and staff during the school day
- Providing First Aid treatments as appropriate
- Contacting parents/carers to arrange collection of ill/injured students
- Requesting an ambulance for serious illness or injury
- Monitoring ill students until collected or returned to lesson
- Requesting medication from parents
- Safe storage of medication, checking expiry dates, arranging for re-fills when needed
- Producing/updating student medical conditions booklet for staff
- Liaising with pastoral staff to inform them of students illness/accidents
- Inputting medical information onto SIMs
- Logging data for diabetic students
- Updating health care plans with school nurse
- Meeting with school nurse regarding students
- Preparing first aid boxes for school trips
- Ordering first aid supplies
- Filling first aid boxes around school
- To assist with and organise all aspects of the immunisation programme alongside the School Nurse
- Completion of accident forms
- Assisting with general admin duties relating to the work of the school
- Ensuring the medical room is kept tidy and fully stocked
- Safe storage of Insulin pens, inhalers and spare epi-pens
- Undertake regular medical training such as dealing with asthma, anaphylaxis and diabetes
- Arranging for pupils to be seen by the school nurse
- Completion of ambulance log
- Maintaining the defibrillators in school.
- Ensuring Stockport's Sharps Policy is adhered to.