

JOB DESCRIPTION

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her Line Manager or the School's Designated Child Protection Officer.

POST TITLE:	School First Aider (Student Support)
GRADE:	Scale 2 on the CCC Pay Scale
HOURS:	30 hours per week, term time only (8.30 a.m. – 3.00 p.m., with a half hour lunch break from 11.30 a.m. – 12.00 p.m.)
RESPONSIBLE TO:	Deputy Principal

PURPOSE OF THE JOB:

To be the primary first aider responsible for administering first aid to students, staff and visitors and support the College by assisting in the provision of an effective welfare service to students and staff.

Main Responsibilities:

1. First Aid

- a. To take the lead on all medical emergencies in the College.
- b. To administer first aid to students, staff and visitors, as necessary.
- c. The administration/supervision of prescribed medicine to students following the guidelines laid down by The Trust.
- d. To ensure that adequate supply of first aid materials (to an agreed list) is maintained and readily available in a secure first aid box. Re-order materials as required.
- e. To provide first aid kits for College trips, when required.
- f. Checking the first aid kits in departments and the College minibuses for correct content, to agreed schedule, and replacing materials as required.
- g. Completion of accident forms, where applicable, and the keeping of other medical records as appropriate, to include providing the Principal with a half-termly audit of figures for first aid.

- h. To liaise with Heads of Houses with regard to specific student medical needs.
 - i. To liaise with the Health Protection Agency for guidance on possible contagious diseases.
 - j. To ensure that the College First Aid Policy is up-to-date, as required.
- 2. Filing**
- a. Keep records relating to first aid up-to-date and securely filed.
 - b. Archiving old student school files/school reports and retrieving, when necessary.
- 3. Students**
- a. To organise a school photographer, arrange supervision of and available rooms, as necessary.
 - b. Support students with mental health issues.
 - c. Ensure an up-to-date system for student care plans is in place.
 - d. Issue student medical passes, as necessary.
 - e. To liaise with Heads of Houses to introduce the role during an assembly and reiterate the importance of students taking responsibility for their own inhalers/epipens.
 - f. To liaise with Heads of Houses with regard to student absence for ill health.
- 4. First Aid Courses**
- a. To ensure all arrangements are in place for staff first aid courses and that an up-to-date list of qualified first-aiders is issued to staff annually.
- 5. School Nurses and other Agencies/Specialist Teams**
- a. Liaise with the School Nurse, or other agency, make appointments for students, ensure room availability, organise immunisation programmes, to include booking rooms, organising refreshments etc.
 - b. To ensure that safeguarding paperwork is in place for the School Nurse and other health officials visiting the College.
 - c. To organise first aid associated visitors for student assemblies, as required.
- 6. Parents/Carers**
- a. Ensure that student medical consent forms are up-to-date and stored/filed securely.
 - b. Telephone parents/carers for new medications or expired ones kept in College.
- 7. Other Duties**
- a. Raise staff awareness on asthma, medication, the use of aerosols etc.
 - b. Any other duties deemed appropriate to the role, or as requested by the Principal or Deputy Principal.

This job description was revised in April 2024. It will be reviewed as part of the Performance Management Process. It may be modified, by mutual agreement with the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.