

Job Description

Post Title:	First Aid Manager
Salary:	West Sussex Grade 6 + Crawley Allowance. Approx. Actual Salary: £23,856
Hours:	Term time only (TTO) + INSET days. 37 hours per week over 5 days.
Contract Type:	Permanent

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate confidentiality concerning school matters at all times.

Reporting to:	STUDENT SERVICES MANAGER
Purpose:	<ul style="list-style-type: none"> To be responsible for the Line management of the schools' medical welfare function. Responsibility for the medical welfare of students.
Key Responsibilities:	<ul style="list-style-type: none"> Manage all medical issues and First Aid, liaising with parents and staff as appropriate giving advice as required Have responsibility for the Medical Room associated accommodation including oversight of other First Aiders Provide first aid assessment and treatment as necessary, within the scope of the Emergency First Aid at work training – both on referral of students to first aid by school staff and when attending a first aid incident As Lead First Aider, assess student needs and act accordingly either by: - treating the student - contacting parent/carer - referring to emergency services / taking to hospital Advise/oversee the Managing Medicines policy and have an input to this policy and procedure at its review date Maintain school first aid boxes/ travelling first aid kits and other first aid equipment Advise staff dealing with first aid on treatments, reporting, etc. In liaison with other school staff and agencies support any other issues relating to First Aid at School Administrative tasks associated with the First Aid room including ensuring attendance in the First Aid room is entered on the MIS system along with a record of treatment and medicines administered. Responsible for maintaining a register for the administration of controlled drugs Maintaining register of student medications held in the First Aid room along with expiry dates, liaising with parents to ensure medications held are in date Ensure student medical issues are accurately recorded and updated on the MIS system, liaising with parents and informing staff, as

	<p>required</p> <ul style="list-style-type: none"> • Arranging staff training for any specific student medical needs i.e. epilepsy, diabetes, etc. • Identify students with medical conditions and liaising with parents to put Individual Healthcare Plans and other medical support in place including upkeep of school records • Liaise with outside agencies including but not restricted to medical professionals and agencies. Arrange medical, vaccination and other health checks as and when required • Risk assess students returning to school with medical issues liaising with the Pastoral team, and Year Leaders to provide appropriate support and amended timetables, etc where needed. Ensure a Personal Emergency Evacuation Plan is completed if required. • Provide support and First Aid for students who self-harm reporting on CPOMS and keeping parents informed • Lead on provision of information on medical conditions and medications for school trips • Maintain up to date register of qualified First Aiders in school • Lead on delivery of Immunisation Programme in Schools, including liaising with Immunisation Team to provide data required, carrying out of risk assessment and facilitating smooth delivery on the day • Ensure Risk Assessments are completed for students with a diagnosed medical condition when required.
<p>Generic Duties:</p>	<ul style="list-style-type: none"> • Uphold and actively support the vision, values and ethos of the school. • Work in accordance with all school policies and procedures, including safeguarding, behaviour, attendance, health and safety, confidentiality and data protection. • Participate in relevant training and professional development. • To deputise in the absence of other staff. • Undertake duties involving student contact, as requested.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.