



JOB DESCRIPTION

Post Title: First Aid Officer

Hours: 32 hours per week,
term time + 1 TE Day

Line Manager: Business Manager

Salary: Scale 3 (5-6)

Main Purpose of Role:

- To have overall responsibility for the day-to-day management, organisation and operation of the school's First Aid and Medical Room provision, ensuring it provides a safe, welcoming and effective environment for students requiring medical attention or support.
- To be the first point of contact for the first aid/medical needs of the school, liaising with parents and other relevant professionals (both within school and out) to contribute to the health and safety of the whole school community.
- Line manager First Aid Officer(s)
- To be a proactive member of the Pastoral Team

Main Duties and Responsibilities:

- To manage and oversee the First Aid room, ensuring it is maintained to a high standard of cleanliness, organisation, confidentiality and safety at all times.
- To administer first aid and liaise with parents/staff/medical professionals when necessary.
- To receive students who fall ill within the school day, to arrange for parents/carers to collect them and to safeguard the student until collection.
- To ensure that all medical records, treatment logs and documentation relating to first aid and medical provision are maintained accurately and securely in accordance with school procedures and data protection requirements.
- To regularly review first aid and accident records, identify incidents requiring further investigation or statutory reporting, and provide relevant information to the Business Manager, including details required for RIDDOR reporting and other health and safety compliance requirements.
- To use the EVERY system to monitor, track and manage first aid activities and tasks, ensuring that actions are completed in a timely manner and that accurate records are maintained in accordance with school procedures.
- To liaise with the Designated Safeguarding Lead and other relevant professionals regarding medical concerns/treatment, attending meetings and completing reports (inc. termly report to Governors) when requested.
- Liaise with the Immunisation Team to organise and coordinate school vaccinations.

- Maintain the register of medicines, liaising with parents to ensure that all medication held is in date and that expired medication is disposed of appropriately.
- Maintain and update Individual Health Care Plan forms for students with known medical condition.
- To coordinate and support the work of First Aid Officers and appointed first aiders across the school, ensuring appropriate first aid cover is maintained.
- Maintain and update the medical conditions register, for example Asthma and Anaphylaxis.
- To maintain adequate stocks of medicines, medical equipment, consumables and first aid supplies within the room and first aid boxes throughout the school.
- To undertake the necessary training to gain and maintain the relevant First Aid and Safeguarding qualifications and undertake other additional training as and when required.
- To give advice and guidance to staff regarding students' medical conditions and the support required to enable their participation in activities, trips, etc.

General:

- To take part in the school's Professional Review Process
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.

The job description is not a comprehensive definition of the post but sets out the main expectations of the School in relation to the post-holder's professional responsibilities and duties. You may be required to undertake such other tasks appropriate to the level of appointment as the line manager may reasonably require.