



## First Aider

### *'Excellence Every Day'*

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially. We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

<b>Grade:</b>	<b>F</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Immediate Line Manager:</b>	<b>Pastoral Support Manager</b>

The postholder is expected to work for 37 hours per week, 41 weeks per year (term time only).

### **JOB PURPOSE**

Responsible for supporting the physical and mental health and well-being of students through provision of first aid and associated tasks.

To work within the Student Development Team to provide and coordinate the medical care for students at The John of Gaunt School and provide targeted support for identified students. To support the Designated Senior Person for Child Protection in dealing with safeguarding, welfare and child protection matters.

### **KEY TASKS**

- To make assessment of students reporting sick or unwell to the medical room, administer first aid if required and determine whether they are fit to remain in school or return to lessons. Contact parents/guardians/carers to arrange collection and provide advice accordingly.
- To respond to and assess emergency injuries/accidents as first responder and determine whether injuries/accidents/situations can be resolved on a first response basis or whether emergency services are required.
- Carry out all administrative tasks relating to first aid including, but not restricted to, ensuring records are correctly kept and necessary supplies maintained in medical areas and first aid bags.
- Administer medication in school to those students who require this.
- Co-ordinate the support and management of chronic or severe medical problems for students. Assessing, evaluating and taking appropriate action, including contact with parents, health professionals, other outside agencies and appropriate staff as necessary. Writing individual health care plans and risk assessments were appropriate and related to health needs.

- Co-ordinate and liaise with staff and outside agencies to ensure that support identified in Health Care Plans/Medical PEP and Risk Assessments for students with specific medical needs is provided at all times, including those with identified Mental Health Care needs.
- Coordinate the school's counselling provision to support students identified by the school's pastoral team.
- To work with the pastoral team and other key staff within in school to support students' mental health including where necessary liaising with families and other agencies such as CAMHS and completing referrals as needed.
- Attend meetings related to the health and wellbeing of students where required.
- Ensure the timely update of medical information on all students on our MIS System to keep records accurate.
- Coordinate the school's immunisation/vaccination programmes.
- To be the school's identified lead for Young Carers including support of the regular young carers group meeting.
- To ensure that all off site activities are supported through the provision of first aid kits and acting as appoint of contact to ensure staff are able to support students with medical needs off site.
- To work with the pastoral manager to ensure all staff are signposted to appropriate training regarding medical needs of students.
- To work with all primary feeder schools to ensure the effective transition, support and collation of information regarding students with medical needs as they move from Y6 to Y7.
- Work with appropriate staff to record all accidents in accordance with LEA, HSE and school policy.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.

#### **Child Protection and Vulnerable Students**

- Be a member of the school's Pastoral Support Team and support with students who have mental health needs, including liaison with parents and carers, staff and outside agencies.
- Work with the Student Development Team and the Deputy Headteacher responsible for student welfare to support effective communication relating to welfare and safeguarding needs of students in transition from primary education to The John of Gaunt School and onwards to further and higher education.
- Liaise with Year Leaders, the Pastoral Support Manager, SENDCo and other staff to ensure all students receive an appropriate level of healthcare support within the school.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- To maintain confidentiality and integrity at all times.
- Hold an enhanced DBS disclosure with Children's Barred List Checks.

#### **Other Duties**



The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.

