

FULBRIDGE ACADEMY JOB DESCRIPTION

Job Title:	First Aider
Grade:	Grade 4
Working Hours:	M- Th 8.30am- 3.00pm/ Fr 8.30am- 2.30pm (29.5 hours a week)
Purpose of Job:	Working under the direction of the SENCo to provide a comprehensive and inclusive welfare support role for students.

Fulbridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

SPECIFIC DUTIES

Main Responsibilities:

1. To lead on whole school First Aid provision, acting as main First Aider and co-ordinating support from other First Aiders including the documenting and reporting of incidents.
2. To deal with all enquiries of a First Aid nature including the management of the Medical Room and all First Aid equipment, as well as the ordering of necessary First Aid kits and replacement kits
3. To be based in the main school first aid room throughout all break and lunch periods
4. To create and update Medical Care Plans
5. To maintain records of student health concerns and liaise with relevant agencies to train staff as appropriate (eg use of epi-pen, procedures for asthma attack etc)
6. Determines what action to take with injury/illness at school. Decides which queries to answer and which queries to obtain advice on first before answering or referring to a senior member of staff.
7. Overseeing storage and supply of medicines and equipment, keeping permissions up to date.
8. Passes on information about pupil welfare to senior staff.
9. Correct decisions taken from a range of established alternatives in line with health and safety regulations.
10. Supporting the care assistant team with the fulfilment of their timetable, prioritising needs ensuring they are met.

Supporting the School

1. Be aware of, and comply with, policies and procedures, e.g. child protection, internet safety, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Accompany staff and pupils on visits, trips and out-of-school activities as required.
3. Develop and maintain effective relationships with other staff, parents and carers.
4. Attend relevant meetings as required.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Print Name:

Date:.....