

Job Description

Job title: Healthcare Assistant
Reports to: Nurse/Principal
Location: Milestone Academy

Job Summary

- To work as a member of the nursing team, under the supervision and guidance of a Registered Nurse.
- Undertake delegated personal care duties for pupils, for which training and supervision has been given.
- To work unsupervised when the Registered Nurse is offsite or in meetings.

Specific Responsibilities

1. Clinical responsibilities

- Assist with planned pupil care under the supervision and guidance of a Registered Nurse.
- Provide and maintain a high standard of pupil care and at all times ensuring the dignity and self-esteem of the pupil is preserved and promoted.
- To dispense and administer medication safely with other members of the Academy teams.
- To be able to assist with gastrostomy feeds, and to give medication via a gastrostomy PEG, mickey tube, mini tube or jejunostomy tube if required.
- Assist with maintenance of the medical room and equipment.
- Admin assistance for the medical room, including stock ordering and keeping first aid boxes up to date, along with updating current First Aider lists.
- Maintaining stock levels of occasional medication eg Calpol
- Ensuring emergency medications are returned to go home at the end of each day
- Reporting of any problems to the registered nurse in the first instance and if they are not available to contact the parents of the pupil directly, keeping leaders informed as appropriate.
- To practice first aid duties as required throughout the Academy.
- To undertake training to support students with catheterisation, tracheostomy care and administering oxygen.
- Any other relevant duties as instructed by the Nurse or Principal.

2. Mandatory and Statutory Responsibilities

- Attend mandatory updates as specified by the Academy.
- Undertake other training and study days as directed by the CPD Leader.

3. Education and development responsibilities

- Attend meetings relevant to the nursing assistant role.
- To receive annual appraisal from the Principal and set personal targets in line with Kent County Council guidelines.
- To have an understanding of Child Protection awareness and referral procedures relating to child protection issues.

4. General Responsibilities

- To adhere to the Academy agreed policies and procedures

- To provide a quality service to all pupils and their families within their sphere of responsibility.
- To protect confidentiality of information relating to pupils and their families.
- To abide by health and safety policies and regulations as set by the Academy.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.