



JOB DESCRIPTION

Job Title: Medical Support Assistant	Salary: Band C
Hours: 17 per week	Responsible to: Deputy Headteacher (Ethos and Achievement)

JOB PURPOSE

- This role is varied, and we are looking for an adaptable, flexible and resourceful individual who is able to cope in a high-pressure environment and deal with constantly changing priorities. The role will encompass student triage, dealing with illness, injury, maintaining accurate records, and administration support.

DESIGNATION OF POST AND POSITION WITHIN STRUCTURE

Line managed by Deputy Headteacher (Ethos and Achievement)

MAIN DUTIES AND RESPONSIBILITIES

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- *Proper and professional regard for the ethos, policies and practices of the school*
- *Understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy*
- *Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's protection policy is adhered to, and concerns are raised in accordance with this policy.*
- *Promoting equality as an integral part of their role and to treat everyone with fairness and dignity.*
- *Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.*

Key Tasks

- A first aider's overall aim should be to preserve life by administering immediate first aid to casualties who are ill or injured and make appropriate decisions when to call an ambulance or refer to other medical professionals.
- To be responsible for the delivery of assessment and treatment of minor illness and injuries.
- To deliver care within the boundaries of the role, focusing on student well-being and health education
- To refer to individual health care plans for students with medical conditions and treat accordingly.
- Input and update student medical information onto database e.g. SIMS.
- Administration and recording of New and Updated Individual Healthcare plans
- Liaise with and support the school nursing team with school-based vaccinations.
- Administer medication when appropriate. This is to be in accordance with Student Individual Health Care Plan / medical procedures and up to the level of the training received.
- Replenish and maintain first aid equipment/stock.
- To provide accurate, contemporaneous and complete records of student consultation consistent with legislation, policies and procedures.
- Ensure the action plans we hold are accurate and complete
- Ensure all medicine we hold is in date and paperwork complete
- Maintain and update student medical alert information in staff common areas
- The first aider should manage the incident and ensure the continuing safety of themselves
- Assess casualties and find out the nature and cause of their injuries
- Arrange for further medical help or other emergency services to attend (e.g.: the fire or ambulance service)
- Provide appropriate first aid treatment as trained
- Communicate with parents regarding students in First Aid, where appropriate
- Fill out any internal paperwork as required - Medical Incident Forms



- Provide a handover when further medical help arrives

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent 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 it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

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.

PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • Good standard of general education • GCSE or equivalent in English and Maths at grade C or above. 	<ul style="list-style-type: none"> • A level or equivalent • ELSA training • First Aid training
Competence summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Excellent communication skills • The ability to converse at ease with students, parents and staff in accurate spoken English is essential for the post. • Excellent organisational skills and time management • Excellent record keeping skills • Ability to write clear and legible reports • Understanding of GDPR • Understanding of safeguarding policies and procedures 	<ul style="list-style-type: none"> • Excellent negotiation skills • Experience of working with students with behavioural problems
Work related personal requirements	<ul style="list-style-type: none"> • Excellent personal and social skills • Confidence in dealing with young people • Ability to earn the respect of students and colleagues • Initiative and flexibility 	