

**JOB DESCRIPTION**

**Job Title: Student Services & Medical Administrator**

**Reporting to: Student Services Coordinator (Line Manager)**

**Hours of Work: 36 hours per week, Monday-Friday x 45.2 weeks (to include designated INSET & will be required to work one week during the school summer break, dates to be confirmed on appointment) – Term Time**

**Working Hours: Monday-Thursday: 09:00-16:45**

**Friday: 09:00-16:15**

**(includes a 30 min unpaid daily break)**

**Flexibility required due to the nature of the role**

**Key Responsibilities:**

Working as the first port of call for students on Student Reception, to ensure that the generation of all data is kept up to date and disseminated to appropriate parties in school and to relevant external agencies. Leading on First Aid, overseeing the role of Medical Room First Aider, and be responsible for daily running of the Medical Room provision. Upkeep of all Care Plans and all Medical Records for students at the school with medical needs.

**Main Duties and Responsibilities:**

* To support Student Services Coordinator
* To be a Lead First Aider
* Have a personable and empathetic manner and be completely confidential at all times
* Attend and support students who are not feeling well or are injured
* Administer first aid to students and staff within the competencies of the First Aid Certification held
* Liaise with YGL/AYGLS as requested regarding student’s welfare
* To administer the distribution of prescription medication ensuring all are correctly labelled and in date in relation to students
* To maintain a register of students, as necessary, attending the school’s first aid room(s)
* Keep SIMs updated with all medical events relating to students
* Report on CPOMs of any Safeguarding issues
* Contact parents as necessary concerning health of students and ensure this information is shared with Student Services and appropriate staff, ie form tutors, attendance officer and safeguarding where necessary
* Where required to report & record accidents to the Redbridge Riddor, including informing the nominated Health & Safety Officer in the school
* To keep the accident record book, including details of injuries of staff alerting H&S Officer of all staff injuries/accidents
* Ensure all students signed out of the medical room have permission from parent/carer, and inform Student Services, and all vulnerable students to Safeguarding
* Attend emergency incidents within the school site and undertake action to stabilise the incident which may include calling emergency services
* Contact parent/carer(s) following incidents relating to contact with emergency services for a student, ensuring parent/carer(s) and appropriate staff are kept informed of progress
* Encourage students to return to lessons to maximise their learning time, rather than being in the medical room (if it is felt that are well enough to be in their lesson)
* Monitor and be responsible for maintaining a register of students who have prescribed medication in the school, including the supervise the taking of the medication at appropriate times
* Checking expiry dates/dosage of prescribed student medication, and inform parent/carer(s) at least a month in advance of expiry date
* Ensure that any medications for students are kept secure at all times
* Follow schools’ policies/guidelines accordingly
* Ensure all first aid kits are and supplies are stocked at all times and expiry dates are checked and in working order
* Be responsible for the allocation of first aid kits used for all trips and care plan(s) are available on the day of the trip
* Ensure all lists of first aiders are kept updated and ae displayed in designated locations within the school
* Ensure all medication cupboards are always locked/apart from Epipen/Asthma Pumps & Buccolam
* Adhere to GDPR
* Be completely confidential at all times
* Attend all meeting with school nurses regarding Care Plans and complete all admin work regarding Care Plans
* Complete Risk Assessments & Personal Evacuation Plans (PEEPS) where appropriate, informing all staff and ensuring all information is on SIMs
* Assist, where necessary, parent/carer(s) with transporting student in a wheelchair to awaiting vehicle
* Send messages via duty students with notes from staff
* Help out in student reception when required, as a team member but, main focus is to be the Medical Room this will at the direction of Line Manager
* Undertake /First Aid training/any training applicable to the role as directed by the school

**SAFEGUARDING**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with Mayfield’s Safeguarding/Child Protection policies
* To undertake compulsory Safeguarding Training as directed by the school
* To review and develop your own professional practice, including taking part in annual performance review
* Any such other reasonable task that the Line Manager may reasonably request

Whilst every effort has been made to cover the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date below, but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the role and the grade.

**The duties and responsibilities in this job description are not exhaustive and may be varied from time to time, in a manner that is compatible with the post held, at the discretion of the Headteacher/Line Manager.**

Signed: …………………………………………………… Date: ………………………………