

School Name: Acklam Grange School
Post Title: First Aid & Welfare Officer
Responsible to: Student Welfare Manager

JOB SPECIFICATION:

OVERALL PURPOSE OF THE ROLE:

- To be the lead for managing medicines in school
- To lead on the provision of First Aid and medical assistance to students and staff at the school.
- To play a key role in the ongoing health and welfare of students and staff across the school.
- To produce individual Healthcare plans, PEEPS, and Risk Assessments with support from inclusion teams for children with SEND.

MAIN TASKS AND RESPONSIBILITIES OF THE POST:

- Attend to the medical needs of students and staff, providing first aid and signposting to other medical providers where necessary;
- Collect medication from students for safe storage and administration;
- Liaise with School Health to administer regular programmes of medical, dental, optical and auditory testing and immunisation as required;
- Arrange for students to go to hospital/home/doctors/dentists as necessary;
- Ensure accident reports and RIDDOR forms are completed in accordance with the Health and Safety Policy and that statistics of accidents are produced on a regular basis;
- Organise and monitor basic First Aid, health and safety and accident training for staff;
- Assist with the provision of Personal, Health and Social Education ensuring a programme of health initiatives is promoted across the school;
- Take an active role in supporting healthy eating and work with groups of students;
- Ensure that First Aid boxes in the school are fully equipped, checked and refilled;
- Attend meetings within and on behalf of the school as required;
- Liaise with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of medical information for the new intake;
- Keep student medical information up to date;
- Keep stock of equipment and materials and order as required, ensuring deliveries are accurate and invoices correct within an allocated budget;
- Maintain accurate records and produce reports as required;

ADDITIONAL RESPONSIBILITIES:

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos of the school/trust
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as required by the Headteacher or Senior Leadership Team.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and, where applicable, a prohibition from teaching check will be completed for all applicants.