

Great Academy Ashton

Part of Great Academies Education Trust

JOB DESCRIPTION

Post:	Student Medical Needs Coordinator
Reporting to:	Safeguarding Lead
Salary Scale:	Band 4 actual salary £12,466.31 - £12,865.60 Permanent Part-Time 3 days per week, 8.00am – 3.45pm, term time only
Academy Type:	The Academy is a publicly funded independent secondary academy for pupils aged 11 – 16

JOB PURPOSE

To be the lead practitioner for the Academy's medical needs and first aid requirements. To coordinate the operation of the first aid provision within the academy and take the lead role in communicative disease management responses ensuring that students and staff have access to assessment and first aid treatment and that procedures are followed in accordance with industry guidelines.

KEY RESPONSIBILITIES

- To provide immediate assessment and First Aid treatment arising from accidents, illness and incidents on a daily basis.
- To arrange for sick students to return home, or call for an ambulance, in consultation with teaching staff, so that school health policies are followed.
- To maintain a record of all students and staff seen, to complete and update appropriate Health and Safety forms and care plans and share information with the School's Health and Safety Officer and teaching staff as necessary.
- To liaise with the school medical team, Local Authority School Nurse and external agencies as necessary
- To order and maintain first aid supplies across school so that stock is always available.
- To attend to the personal and physical needs of pupils so that their well-being is maintained.
- To provide safekeeping of medication in accordance with parental requests and the school administration of medicines policy.
- To liaise with the Inclusion department to ensure students with particular medical needs are adequately supported.

- To liaise with the Mental Health Lead to plan and implement student Health and Wellness checks
- To liaise with the Mental Health Lead, Pastoral Managers and Year Leaders regarding students medical or first aid requirements as necessary whilst maintaining the student's confidentiality.
- To work with the Welfare Teams across school to promote healthy lifestyles to all of our school community.
- To maintain a list of all qualified First Aiders in school.
- To effectively manage the academy's response to communicative diseases (confirmed or suspected) including the coordination and communication with Public Health officials.
- Effectively manage in-school suspected cases of communicative disease and their safe treatment and exit from the premises.
- Monitor and manage PPE stocks and their distribution
- Be an active member of the Academy Health and Safety Operations Panel
- Produce reports, as required by members of the Strategic Leadership Team, detailing both first aid and communicative disease cases and responses.
- Liaise with outside agencies as required
- To be a key member of the Safeguarding Team and lead EHAS
- To prepare Individual Health Care plans in conjunction with the School Nursing Team, ensuring they are reviewed and updated as required
- To lead and coordinate the school Immunisation Programme
- Arrange and communicate school nurse appointments

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy.
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety.
- To actively participate in relevant Academy processes including appraisal.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.
- To support the Academy links with the community.

Health & Safety

All staff are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. GAET and GAA believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

GAA and GAET is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

As this position gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

Please ensure you have read the full safeguarding policy for Great Academy Ashton which is on the school website and within the vacancies information.

This post is subject to the enhanced level of Disclosure.

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.