

JOB DESCRIPTION

HEALTH CO-ORDINATOR

Grade:	0A6
Hours of work:	31¼ hours per week – 8.30 am to 3.15 pm (½ hour lunch break)
Contract:	Term time plus 2 Inset Days
Base Location:	Olney Campus

OVERVIEW

- To be the primary first aider to assist students, staff and visitors who are unwell or injured or in need of support with their medical conditions;
- Application of first-aid to students, staff and visitors, as and when required
- Maintenance of records including the appropriate completion of the Accident Book;
- Support the Health Education of students within the school;
- Administration of SIMS attendance at Olney Campus.

MAIN RESPONSIBILITIES

- Attend to students who are feeling unwell or are injured;
- Administer first-aid to students, staff and visitors within the competencies of the First Aid Certification to be held by the post holder;
- Deal with all enquiries of a First Aid nature, including the management of the Medical Room, First Aid equipment and wheelchairs;
- Maintenance of records, including completion of statutory Accident/Incident report book and IHPs for relevant students;
- Liaise with other students support services such as medical officers and social workers as requested;
- Holding and distribution of medication (following prior agreement with parent) to students and keeping of relevant records;

- Monitor and maintain a register of students who have medicines in school. supervise the taking of these at the appropriate time, checking expiry date/dosages and make sure they are secure at all times;
- Follow School Policy and Guidelines on the administration of medicines within school. Update the Staff Handbook accordingly;
- Maintain a register of students attending the school's First Aid facilities and recording their needs and provision, then provide information and statistics as appropriate to PALs at the end of each term;
- Contact parents as necessary concerning the welfare of students and ensure that records of such contacts are shared with appropriate staff, such as PALs and the Attendance Officer;
- Ensure when students are sent out of school for medical reasons they have the appropriate person's or permission from their parent guardian;
- Attend emergency medical incidents wherever they occur in the school and undertake whatever action necessary to stabilise and assist the casualty, which may include calling the emergency services;
- Contact parents following incidents where emergency services have been called to support an individual and follow up any hospital visits, ensuring parents and appropriate school staff are kept informed of the individual's progress;
- Encourage students to return to lessons to maximize their learning time and not to use the medical facilities for anything but a short time;
- Liaise with staff, parents and medical personnel ensuring PALs and Deputy Headteacher are updated about all medical and incidental information about pupils;
- Work within Child Protection Procedures and liaise with nominated Child Protection Officer;
- Contribute to the counselling of students with health related reasons;
- Promote health issues to students and staff on an individual basis;
- Assisting with health education and health and safety matters in school, as requested;
- Responsible for medical budget and medical stock control;
- Maintenance of first-aid boxes, including ordering and stocking of medical equipment and supplying of appropriate first-aid material for school visits and journeys;
- Responsible for administering, organising and assisting visits by medical agencies/school nurse for undertaking screening and immunisation programmes;
- Liaising with parents on aspects of general health;

- Develop partnership with parents of students with chronic illness such as ME, epilepsy, cystic fibrosis, diabetes, asthma and caring for such students in school;
- To update SIMS records with medical notes/information;
- Responsible for simulated babies and preparing them for students to take home;
- Performing staff health surveillance as requested;
- Act as the deputy for the administration of SIMS Attendance system;
- To be trained for special medical conditions on how to use and administer specialist equipment such as Epipens and any other relevant issues;
- Attend training courses, seminars or other meetings as required to maintain the needs of the post;
- Attend new parent evening meeting as requested;
- Update relief First Aiders of any known changes to medical needs of students or welfare procedures.
- Administration of SIMS Attendance system, at Olney campus, and associated follow up, including undertaking calls to parents of unreported absentees, attendance letters, punctuality monitoring and holiday forms;
- Report on fortnightly attendance reports.

Any other work reasonably requested by the Headteacher.

June 2017