

Job Description

Health & First Aid Assistant

Accountable to: Vice / Assistant Principal

Responsible for: N/A

Grade: UKAT Band B

Purpose:

To act as the lead first aider on site and attend to all first aid issues promptly and efficiently. To provide administrative and first level support and advice on health matters.

Key Responsibilities:

1. Administer first aid and care of students referred by staff or self-referred until they are able to return to lessons or are passed into the care of a parent, carer, doctor, hospital etc and accurately record all visits.
2. Maintain accurate records of all students who have diagnosed health needs and ensure a register of prescribed medication is kept, following DfE guidance.
3. Ensure all medication is kept safe and in lockable cabinets to maintain the safety of students and staff.
4. Communicate effectively with parents and carers to ascertain their children's needs and health conditions.
5. Be responsible for writing and reviewing medical healthcare plans for students and meeting with parents/carers/students and health professionals if required, with more complex health needs, some of whom may have an Education and Health Care Plan.
6. Liaise with diabetic nurses at Medway Hospital and complete any relevant training with them regarding individual students.
7. Provide support in the writing, reviewing and updating health related UKAT policies.
8. Advise students on medical issues and adolescent physical health and emotional wellbeing.
9. Liaise with the local Public Health teams including the School Nursing Service and organising the external School Health immunisations programmes and any other public health requirements.
10. Provide advice regarding individual students and medication as appropriate to staff leading academy trips to offer.
11. Ensure First Aid kits around UKAT academies are monitored and are restocked; supply First Aid kits for trips.
12. Make contact with parents/ carers as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
13. Complete accident reports as required, passing them to the Health and Safety Advisor.

14. Update medical records on the academy database and liaising with parents/carers as necessary if further information is needed.

UKAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Health & First Aid Assistant

Attribute	Essential	Desirable
Qualifications / Training:	<ul style="list-style-type: none"> • Good general education to include GCSE English and Maths to at least grade C or above (or equivalent) 	<ul style="list-style-type: none"> • Hold a relevant first aid qualification (appropriate training provided if this is not already held)
Experience	<ul style="list-style-type: none"> • Working in a school or similar environment with young people • Proven administration experience 	
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Some basic first aid knowledge • Able to build positive and maintain good relationships with all colleagues and stakeholders. • Good communication and interpersonal skills including good verbal, and written skill. • Ability to take the initiative, work independently and as part of a team • High expectations of oneself and others • Ability to think and work creatively, calmly and flexibly. • Personal integrity, commitment to fairness and equity. • Ability to empathise • Excellent interpersonal skills and ability to communicate well • Demonstrable experience of excellent organisational skills • Ability to relate well to young people and adults 	

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