



<b>Job Title:</b>	<b>Education Healthcare Worker and First Aid Lead</b>
<b>Responsible to:</b>	The SENCo
<b>Grade:</b>	Grade E
<b>Hours:</b>	32.5 hours per week, term time plus five days
<b>Overall purpose:</b>	This post will involve ensuring that the healthcare needs of individual pupils are fully met in accordance with their written Health Care plans including the preparation of PEEPs and pupil risk Assessments. The post will also be lead for First Aid/first responder across the school. The post holder will also be responsible for the storage and administration of medicines.

## 1. Main Responsibilities Health Care Worker

- Meeting the needs of individual pupils according to guidance and direction provided by the Class Teacher / SENDCo/Healthcare professionals as appropriate and to be responsible for carrying out specific medical procedures.
- To ensure all healthcare needs of the child are met in accordance with healthcare plans.
- Maintain an up to date register of medical needs.
- To ensure that accurate records are kept for medications held in school and that medicines are within date. Liaise with Parents/Carers to replenish Medications.
- To support pupils with the administration of medications.
- To deliver programmes of work devised by and under the direction of health professionals e.g., speech and language therapists, physiotherapists, occupational therapists etc.
- To respond to and treat First Aid needs across the school, to ensure accurate record of accidents treatments given. Contacting parents and carers, when necessary, in coordination with the pupils SLT link/Year Coordinator.
- Prepare Medical and accident reports for Governor and other relevant audiences
- To promote the inclusion of all pupils.
- To prepare and distribute any relevant paperwork i.e. PEEPs, PEPs Risk Assessments
- To work with multi-agencies to support Early Help meetings

## 2. Medical and First Aid

- Assess First Aid problems presented by students and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Be the main key holder for the medicine cabinet in the Medical Room.
- Administer medication where required in line with school policy.
- Produce student medical needs list, emergency first aid list and staff medical needs list.
- Support students with significant health needs (diabetes, epilepsy, anaphylaxis, asthma).
- Produce medical needs lists for specific trips/visits.
- Accompany students, where the need arises, to hospital and remain with them until parents arrive.
- Liaise with partner schools/parents in order to assess students' potential medical needs prior to their attendance at the school.
- Advise on general health matters as presented by the staff and students, and communicate with parents as appropriate.
- Network with internal and external health agencies on a regular basis.
- Liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues, under the direction of the Deputy Head.
- Co-ordinate, administer and maintain Individual Health Care Plans for students with specific medical needs in conjunction with parents and any other relevant health care professionals.
- Make arrangements for vaccination sessions held by the Local Authority for the relevant age groups of students, undertaking the necessary communications and ensuring appropriate records are completed and retained.

- Enter all student medical information into Bromcom, maintain accurate records in accordance with new and changing medical needs, and inform staff of relevant information, including for all school trips.
- Keep an up to date accident record book (electronic), including details of injuries, make any required RIDDOR reports for accidents at work, review for patterns and report to the Facilities Manager.
- Carry out monthly stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished.
- Ensure all emergency First Aid medical equipment is in good working order.
- Keep an accurate list of all staff accredited with First Aid at Work, together with dates of expiry, and arrange training to ensure that an appropriate number of staff for all areas of school are trained in these skills.
- Take responsibility for the medical room and First Aid room and ensure they are kept clean and tidy.
- Maintain confidentiality of information acquired while undertaking duties for the school.
- Monitor medical absences with the attendance officer and contact parents for absence monitoring.

### **Medical and Personal Care**

- To assist the pupil(s) with physical, medical and social needs as appropriate and in accordance with written care plans (for example: administer medication, tracheostomy care including oral suction and give gastrostomy feeds – NB this list is not exhaustive)
- To develop procedures for and attend to and assist pupils with their intimate care needs and requisition of such products.
- Ensure that medical equipment/resources stored in school are appropriately cleaned, stored and maintained e.g. batteries charged overnight and that any faults or concerns are reported immediately. Stock levels to be checked, maintained and items ordered or requested from Continuing Care Team or home as appropriate e.g. gastrostomy feeds.
- To update Health Care Plans termly.
- To maintain a record of pupils' medication and ensure that it is stored securely within the Medical Room and replenished when required.
- To support pupils with complex health needs by ensuring their health and other needs are fully met across the school day in accordance with their individual Health Care Plans. This will be following training and with ongoing medical supervision by staff from the Continuing Care Team (Continuing Care Health - CCH).
- Using the relevant proforma, complete PEEPs and/or Risk Assessments for all pupil when relevant.
- Work and liaise with families and partner agencies to provide holistic care for children with complex health needs in school, in particular the Continuing Care Team, School Nurses & other clinical practitioners including physiotherapists, transport providers, wheelchair services, occupational therapists and visitors to the school.

### **Confidence and Self-esteem**

- To provide support for the pupil(s) emotional and social needs by encouraging and modelling positive behaviour in line with the School's Behaviour policy and demonstrating high expectations of work and behaviour.
- To be aware of and comply with all policies and procedures relating to child protection, health, clinical procedures, Continuing Care Team guidance, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Training**

- Participate in identified training opportunities and performance development as required.
- To attend relevant meetings and participate in appropriate competency-based training to support the role
- General training around complex health needs
- Training around a specific child and the procedures or the care the child will require.

### 3 . Competencies

#### Customer Care

- To provide quality services that are what our customers want and need.
- To give customers the opportunity to comment or complain if they need to.
- To work with customers and do what needs to be done to meet their needs.
- To inform your manager about what customers say in relation to the services delivered.

#### Develop oneself and others

- To access development opportunities and share learning and experience with others in the Team.

#### Valuing Diversity

- To accept everyone has a right to their distinct identity.
- To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back into the organisation.
- To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

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

#### Review Arrangements

*The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time the nature of the individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Sharples School will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.*

Prepared/revised by: **Ms A Webster, Headteacher**      Date: **March 2024**

Signature: \_\_\_\_\_ Postholder      Date: \_\_\_\_\_

# PERSON SPECIFICATION

Post title: **Education Healthcare Worker**

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
<b>1. EXPERIENCE / QUALIFICATIONS / TRAINING</b>		
1.1	Minimum of 2 years experience of working with &/or caring for children within specified age range /learning need and/ or NVQ2 or equivalent	Application form References Interview
1.2	Some experience of working with children with special educational needs and or complex medical needs	
1.3	First Aid Certificate and a willingness to participate in relevant training and development opportunities	
<b>2. SKILLS &amp; KNOWLEDGE</b>		
2.1	Experience of First Aid and Medical	Application form References Interview Task
2.2	Ability to build effective working relationships with all pupils and colleagues	
2.3	Ability to promote a positive ethos and role model positive attributes	
2.4	Good personal numeracy and literacy skills	
2.5	Experience of allocating and prioritising workload effectively to gain maximum productivity	
2.6	Knowledge of Bromcom or other MIS systems	
2.7	Ability to maintain detailed and accurate records	
2.8	Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook	
<b>3. WORK RELATED CIRCUMSTANCES AND COMPETENCIES</b>		
3.1	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	Application form References Interview
3.2	Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	
3.3	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	
3.4	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	
3.5	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	
3.6	Able to improve their own practice through observations, evaluations and discussion with colleagues	
3.7	<b>Caring for Customers</b> - To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the school/setting.	
3.8	<b>Valuing Diversity</b> - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.	

3.9	<b>Developing Self and Others</b> - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.	Application form References Interview
3.10	<b>Health and Safety</b> To operate safely within the workplace with regard to Health and Safety legislation.	
3.11	<b>Confidentiality</b> An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information.	
3.12	<b>Energy Efficiency</b> To promote energy efficiency throughout the workplace and within own area of activity.	
<b>DESIRABLE REQUIREMENTS</b>		
<b>4. EXPERIENCE / QUALIFICATIONS / TRAINING</b>		
4.1	Minimum of 2 years' experience of working with &/or caring for children within specified age range /learning need and/ or NVQ2 or equivalent in teaching assistance <b>within an educational setting</b>	Application form References Interview
4.2	Training in the literacy/numeracy strategy	
4.3	Training in special educational needs strategies	
<b>5. SKILLS &amp; KNOWLEDGE</b>		
5.1	Experience of resources preparation to support learning programmes	Application form References Interview
5.2	Understanding of other basic technology – video, photocopier	