



## Medical & Welfare Assistant Job Description

<b>Name:</b>	<b>Starting Date:</b>
<b>Salary Grade: F (6-7)</b> £14,402 to £14,689 (actual salary)	<b>Status of Post:</b> Permanent
<b>Level:</b> TA level 3	<b>Hours:</b> 32.5 hours per week, 39 weeks per year
<b>Responsible to:</b> Senior Leadership Team	<b>Review Date:</b> In line with cycle of appraisal / performance management
<b>Responsible for:</b> Medical support and welfare.	

This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

### **Main Responsibilities and Duties:**

1. Managing, storing and administering medications according to NCC and school policies.
2. Care and support of students with chronic conditions, e.g. Diabetes, asthma, epilepsy, allergies and immune compromised conditions.
3. Support teachers with recording and maintaining individual care plans and emergency medical care for pupils with chronic conditions.
4. Accompanying students on appointments/ visits if necessary, dependant on availability.
5. Be a first aider in school to support staff and students.
6. Liaise with all educational and health agencies i.e. Social services, Physiotherapy, O.T and Dentist. Support students, staff and parents on a 1:1 basis if appropriate and required.
7. Maintaining and providing first aid boxes/lists throughout the school and on school trips.



8. Support students to access their health needs i.e. various therapies including Physiotherapy, Hydrotherapy, using standing frames and special aids. Also attending to hygiene needs/ toileting, also using specialist equipment e.g. hoist and slings.
9. Support students during breaks to access hygiene and welfare needs, support with feeding and drinking.
10. Maintain safe disposal of clinical waste, medicines and body fluids as defined by the Controlled Waste Regulations Act.
11. Maintain a safe and hygienic work environment in the medical and hygiene suite, including any equipment and mobility aids used for student care.
12. Support staff with clinical information and/or tutor individual staff with the support of the Children and Young Peoples Nurse (School Nurse) who will assess competencies.

#### **Administrative:**

1. Working closely with the nursing team, support disseminate staff care plans, emergency medication plans, asthma plans and list and display other information i.e.: Lists of students with allergies to all relevant staff.
2. Update student's confidential records as and when required and supply staff with the relevant medical information for school visits.
3. Maintain confidential health records in accordance with the data protection act and school/college policy.
4. Be a DSL for the school
5. Maintain adequate supplies of medicines and first aid equipment in line with the School Policy.
6. Record medications as appropriate to maintain safe stock levels, and administering records, including paperwork, letters to parents/staff/carers.
7. Collate, check and formulate information and medical administration forms for trips out and residential.
8. Participate in writing and updating policies, care plans and health needs data together with the nursing team and school staff.
9. Promote health education throughout the school, including displays (where appropriate)
10. Liaise with school Health and Safety officer as and when required.
11. Maintain safe disposal of clinical waste, bodily fluids and medications.



**Professional Development:**

1. Prepare for and attend CPD reviews as required.
2. Maintain a confidential and professional approach to all aspects of the job, in line with school policies.
3. Keep up to date and maintain personal records of achievements for the relevant skills required to carry out all tasks and duties required within this role.
4. Attend relevant training as required to the role i.e. Lifting and Handling, administration of rescue and other medications, gastrostomy, catheters. diabetes etc.,

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signed..... Post holder                      Date.....

Signed..... Head of School                      Date.....