

**CHILDREN’S SERVICES**

**JOB DESCRIPTION**

## HEBBURN COMPREHENSIVE SCHOOL

**POST TITLE:** Health Assistant

**GRADE:** Band 4

**RESPONSIBLE TO:**

**Overall Objectives of the Post:**

Under the instruction / guidance of senior staff: providing a first aid service to students throughout the school.

**KEY TASKS OF THE POST:**

**Provide support to pupil**

* Supervise the school medical room.
* Support students requiring first aid assistance.
* Support students with medical conditions.
* Administration of medication.
* Communication with parents/carers.
* Liaison with Heads of Year.
* Purchasing first aid equipment and supplies.

**First Aid co-ordination**

* Arrange training for first aiders when required.
* Co-ordinate first aid cover for the medical room (when required).

**Accident/incident reporting**

* Maintain daily log of students requiring first aid assistance.
* Completion of AR2/incident forms.
* Input of first aid information onto CPOMS.
* Carry out accident/incident investigations.
* Be fully aware of RIDDOR system.
* Prepare Health & Safety reports for Governors/Senior Leadership Team.

**Administration**

* Monitor student medication provided by parents/carers within the college.
* Complete student Personal Emergency Evacuation Plans (PEEP).
* Monitor student care plans.
* Organisation and co-ordination of student immunisations.
* Attend and participate in relevant first aid meetings.
* Collating relevant information regarding insurance claims.
* Co-ordination of staff training such as Epi-pen and Asthma.

**Responsibilities**

***You will contribute to the overall school’s achievements of its objectives. You will:***

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure equal opportunities for all.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend and participate in relevant meetings as required.
* Participate in training and other learning activities and performance development as required.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: KM/CL

Date: 13.01.23