

South Dartmoor Community College

Job Description



Job Title:	First Aid Lead (Students/Staff)
Location:	Across the Trust based at South Dartmoor Community College
Department:	Admin
Grade:	NJC Grade D, Scale point 8-12 (£24,702-£26,421 pro rata) – actual £9,291 - £9,938
Hours:	Job share - 16.25 hours a week, 39 weeks per year. 8.30 - 3.30 pm with a 30-minute unpaid break.
Reports to:	Designated Safeguarding Lead

Purpose of Job

The post holder is responsible for ensuring that the health care of students at the school is managed in an efficient and effective manner, in-line with established protocols.

They will help keep accurate and up to date records relating to all medical events. The post holder will also have the ability to establish communications links with stakeholders at all levels which is both timely and effective to address any medical concerns as appropriate.

The post holder will be the **primary first aider** school on-site.

Duties and Responsibilities

- Responsibility for dealing with day-to-day individual health needs, including the administering of medication.
- Attend to the welfare and personal care needs of students, including those with special medical needs.
- Responsible for overseeing the medical room.
- Act as the first responder in the event of a medical emergency on the school site.
- To keep medical and health and safety records for individual students using manual and computer systems.
- Assist with the completion and review of individual school Health Care Plans in consultation with parents/health service, etc.
- Management of the accident/medical book and reports to RIDDOR.
- To make and oversee arrangements for medical inspections/checks/vaccinations and other related visits to the school.
- To liaise with relevant bodies over the disposal of medical waste.
- To maintain first aid boxes and medical supplies across the school. Including the provision of first aid kits for school trips.
- To check and advise on health care legislation/codes of practice.
- To liaise with parents/hospital/health service/school over student health care.
- Escort students to hospital in emergency situations.
- To be responsible for the defibrillator, including training needs.
- Coordinate external/internal training for staff and students, in line with College practices.
- Willingness to undertake toileting duties.
- Willingness to undertake moving and handling of students.
- Willingness to undertake appropriate training to meet the needs of the role.

Administration duties

- To produce accident reports to Governors on a termly basis.
- To maintain a list of first aiders and organise training when required.
- To review and revise the schools Medicine Policy.
- To manage student lost property / student uniform.
- To assist with student attendance.
- To assist with general admin duties.

- To undertake other duties under the direction of the line manager when appropriate.
- Maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

Other responsibilities

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and up-date where necessary.
4. Attend occasional out of College hour's functions as required. This may from time to time include accompanying teaching staff and students on visits, trips and off-site activities as required.
5. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.
6. When required to do so, supporting the wider College with examinations. This may include, invigilating/acting as a reader or support person, or administering routine tests/examinations.
7. Preparing and contributing to Trust wide development, by sharing best practice and professional feedback.

South Dartmoor Community College is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

Job Description produced by Executive Head teacher, November 2023

