

Highgate Wood School is a mixed Comprehensive School group 7, situated in the Crouch End playing field area of the London Borough of Haringey. Age range 11 - 18

Post Title	Medical Needs Assistant
Grade	Scale 6 (Term Time Pro Rata - 36 hours per week) 8.15am – 3.15pm (Mon, Wed, Thurs and Fri) 8.15am - 4.30pm (Tue for whole school PLD/Meetings)
Responsible To	Director of Finance & Operations
To provide an efficient and effective medical support and first aid service to students, staff, visitors of the school and to participate in health promotion and health education.	
ROLES AND RESPONSIBILITIES	
Student/Staff Welfare	
<ul style="list-style-type: none"> • Administer first aid to students, staff and visitors as needed. • To have oversight of all matters relating to sick or injured children. • To liaise with parents and medical personnel as required. • To create individual health care plans, with parents and health care professionals for all students with specific medical needs and to review plans on an annual basis. • To take charge of the safekeeping and administration of student medication with parental consent, including regular checks for expired medication. • Liaising with specialist nursing services and other medical professionals, where appropriate, concerning individual students medical support. • Deliver CPR training as part of curriculum to students within lessons such as PHSE and Health & Social Care. • Completion of risk assessments/PEEPs for staff and students, including pregnancy, use of wheelchair and/or crutches and chronic health conditions. • Complete trips and visits care plans and organise first aid provision for trips, visits and overnight stays. 	
Support Organisational Management	
<ul style="list-style-type: none"> • To advise and train school staff in specific procedures which they may be expected to carry out in the absence of a trained first aider. • To liaise with approved providers to organise the delivery of appropriate training to the staff body where required. • To maintain an up-to-date register of staff training including checking when first aid/medical training is due for staff and ensuring the school has appropriate coverage to discharge its duties in line with statutory guidelines/legislation. • To ensure there is a rota in place for first aiders to provide cover for the Medical Needs Assistant during planned breaks/in the event of an emergency across the school. • To promote health education in partnership with the teaching/support staff. • To ensure the highest possible standards of medical room procedures are maintained. 	

- To ensure there are policies and procedures specific to the functioning of the medical room and in line with the School's Supporting Students with Medical Conditions Policy, First Aid Policy and Health & Safety Policy.
- To work within child protection procedures and to liaise with the Designated Safeguarding Lead.
- Undertake any training commensurate with the post and ensure training remains in date eg. First Aid at Work, Administering of Medication in Schools, training relating to long term health conditions such as anaphylaxis, diabetes, epilepsy and asthma.

Administration Support

- To ensure complete and accurate student medical and home records are maintained on the school's management information systems.
- To maintain class registers with student medical conditions/administration of first aid information as necessary.
- Completion/filing of accident report forms.
- The administration of record keeping accident book and health & safety issues.
- To ensure confidentiality of all medical information.
- To maintain health/medical information displays around the school building.
- Ensure contents of first aid boxes comply with ECC requirements and maintain first aid supplies throughout the school.
- Ordering and maintenance of supplies for the medical room.
- Coordinate student immunisations in liaison with the NHS vaccination provider, provide venue and organise timetable and collection of forms.

General Duties

- To assist with other support staff duties as and when required e.g. lunchtime student supervision duties, reception cover, fire marshalling as part of the wider support staff structure.
- Build positive working relationships with all staff to enable all to work to best capacity.
- Performing any other duties commensurate with the grades as and when required by the line manager or Headteacher
- Attend and participate in regular meetings as and when required
- Performing any other duties commensurate with the grades as and when required by the line manager or Headteacher
- Employees are required to work in compliance with the school's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact within premises or sites controlled by the school.

Arrangements for performance management and review:

There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

This post is subject to regular review to meet the changing needs of the school