

## Medical Needs Assistant

Salary Scale	SC6
Contract	Term Time Only (40 weeks) 36 hours Mon - Fri
Line Manager	Director of Finance and Operations (DfO)

### Job Purpose

To provide first aid care for staff and pupils within the school and providing relevant documentation when required. Working with the DfO and inclusion team to undertake medical care support plans when required and share with the relevant staff members. The Medical Assistant will be accountable for ordering any goods required by the school and supporting the administration teams when required.

### Roles and Responsibilities

- To be responsible for the general physical welfare of students or staff
- To provide first aid treatment for any students or staff as and when required in line with statutory legislation and HSE requirements for schools. When necessary, ensure that an ambulance or other professional medical help is called
- Administer medication to students with the correct documentation where necessary
- To support any students or staff suffering from illness on a day to day basis
- To maintain the medical room and all medical supplies, ordering equipment and resources as necessary
- To put together any medical supplies and student medical information for school trips and residential
- To administer all processes when there are injections being given in school, including Liaising with the Haringey and Islington Vaccination Service and managing the process in school.
- To be the link member of staff with the Haringey School Nurse Team
- To support those students who have a long term medical/physical need and updating care plans when required
- To liaise with both staff and parents regarding any student who has a medical need and document on the MIS.
- To be the link for school and Medical Staff/Hospitals/GP regarding any students with medical/physical/sensory needs
- To be the link member of staff for the Haringey Hearing Team and RNIB Team
- To maintain and update the Medical Needs Register
- Maintain school health records and reporting systems and produce any accident forms for staff and children when required
- To maintain the Accident Log book and share with relevant staff when required
- To support any students where relevant with long term medical/physical needs and update their care plans as and when required. These documents are to be shared with the relevant members of staff and documented on the MIS system
- Answer enquiries by telephone or in person on areas of work, providing guidance and advice as appropriate. Seeking further advice from the school nurse or Public Health
- To contribute to meetings and discussions concerning those students with medical/physical needs
- To work with those students who have long term sensory or physical needs and update the relevant staff accordingly

- Notify the DSL or Headteacher of any safeguarding concerns via the relevant processes
- Undertake any other reasonable task as deemed necessary by the Line Manager or Head Teacher

### **Expectations for all staff**

- Promote and follow the positive behaviour policy of the school;
- Celebrate success of pupils and staff;
- Support the wider aspects of school life including events and special occasions;
- Be aware of the early signs of bullying and disruptive behaviour and intervening as necessary;
- Accompanying classes on school trips where necessary;
- Attend staff training including training days as appropriate;
- Promote equality of opportunity;
- Follow safeguarding Guidelines and Child Protection policy / procedures;
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in appraisal;
- Contribute to producing / delivering priorities in the School Development Plan;
- Be committed to achieving the federation aims and values;
- Contribute to the smooth running of the schools;
- Work in partnership and professionally with all colleagues including the Governing Body;
- Respond promptly to concerns from parents, staff or students;
- Have regards for and act in accordance with Health and Safety policy / practice.

### **Important Notes**

- This job description will be reviewed annually or earlier if necessary. In addition, it may be amended at any time after consultation with you;
- The post holder shall ensure the duties of the post are undertaken with due regard of the School's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- The post holder shall carry out these duties with due regard to the federation policies, procedures and priorities;
- Our school is committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment;
- There may be situations where the post holder may be required to undertake other duties within the school at the discretion of the Head teacher but within the level of responsibility of the current job description.

### **Person Specification**

Candidates should provide evidence in their personal statement of how they meet the criteria in the person specification.

#### **Qualifications:**

- Evidence of medical qualification/background
- Demonstrable level of literacy equivalent to GCSE A\*-C in English and Maths or equivalent Level 2 qualifications
- Evidence of recent training or further education.

#### **Experience:**

- Evidence of working within the medical profession
- Experience of working with young people and adults.

**Skills and Competencies:**

- Experience of working with students who have medical/physical/sensory needs would be desirable
- A relevant medical or nursing qualification is a necessity
- Excellent communication skills both orally and written
- Excellent interpersonal skills so that relationships with colleagues are professional and supportive
- The capacity to form positive relationships with students from a diverse background and to promote inclusion
- Preparedness to undertake further medical qualifications as necessary
- Good ICT skills
- The capacity to form positive relationships with students/staff and parents
- The capacity to manage and direct one's own workload
- To maintain high standards of punctuality and attendance and promote this with students
- Ability to deal with sensitive information in a confidential manner
- Understanding of and commitment to work within the scope of school policies and procedures
- Knowledge & understanding of the school's health and safety policy
- Ability to update and maintain accurate pupil records using the school's ICT (and other) systems
- Ability to deal calmly with emergency situations
- Ability to work effectively as part of a team