

Role Profile: First Aid Coordinator



AKELEY WOOD
SCHOOL

Purpose

The core purpose of the role is to ensure the provision of an effective and efficient First Aid and medical support service to our students in accordance with statutory compliance requirements and school policies. The First Aid Coordinator will be based at our Senior School campus at Akeley Wood House but oversee the overall compliance and delivery of the provision across the whole school, supporting a consistent and thorough approach to the medical welfare of our students.

Key Accountabilities

First Aid and Medical Provision for Students

- Assuming responsibility for ensuring that proper provision is made for any child in the school who feels unwell, or who requires ongoing medical support due to longer term illnesses or conditions.
- This assessment of injury and illness which occur at school including communication with parents and medical support services where necessary.
- Control and administration of all prescribed and over the counter medicines brought into school as authorised by parents ensuring safety of other students at all times.
- Leading the coordination and delivery of student immunisation programmes.

Review and Maintenance of Student Medical Profiles

- Ensure that students with individual medical requirements such as allergies, asthma, diabetes, mobility restrictions etc have been correctly risk assessed and that recommendations and actions are communicated accurately and appropriately to all relevant staff and third-party support workers e.g. catering staff.
- Enabling the safe and successful return to school of students who may require additional support, including creation of Personal Emergency Evacuation Plans (PEEPs) or arranging temporary relocation of classroom settings.
- Building open and collaborative relationships with parents of students with medical conditions.
- Briefing staff responsible for leading school trips of all kinds on the specific requirements of the students who will be in their care and ensuring that they are adequately equipped to deal with any situations which may arise relating to their medical needs, including provision of medicines and first aid resources.

Administration and Communication

- Maintaining adequate written and electronic databases relating to medical incidents, treatments received or known medical requirements.
- Ensuring that all risk assessments and health care plans are accurate and up to date at all times.
- Ensuring compliance with HSE and accident reporting (RIDDOR requirements), with support of senior colleagues.
- Coordination of staff first aid and other related training as required.
- Regular review and communication of all policies and procedures related to our first aid provision.

Health Education

- Contributing to the school's general programmes of health education across the year groups and advising pupils and staff accordingly.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications & Skills	<p>Holds appropriate training certifications commensurate with the role.</p> <p>Excellent interpersonal and communication skills.</p> <p>Excellent organisational and administrative skills.</p> <p>Ability to work as part of a team and independently.</p> <p>Ability to work with local electronic databases to record medical information.</p> <p>Must demonstrate discretion and confidentiality.</p>	<p>Previous experience of working in a similar role in an education setting</p> <p>Working knowledge of database systems such as Medi Tracker / ISAMS</p>

	<p>Ability to work agilely to ensure that emergencies are prioritised – no two days are the same in this role.</p> <p>Pro-active and self-motivated with a high level of initiative.</p> <p>A commitment to lifelong learning.</p>	
Experience	<p>Experience of managing and delivering first aid.</p> <p>Holder of 3-day first aid qualification as a minimum to their personal training</p>	<p>Experience with Systems such as Medi Tracker / ISAMS to maintain accurate pupil database records.</p>
Other	<p>Ability to remain calm and exert leadership and control in stressful situations.</p> <p>Ability to prioritise in a quick and clear manner in stressful situations</p>	

Key Stakeholders:

Internal – Students, Parents, Teaching and support staff

External – 3rd party support staff such as our Catering Team and external Transport Providers, External third parties, including but not limited to Health Authority advisors, Paramedics, Immunisation teams etc.

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

To be signed and dated by employee:

Signed:

Name (print):

Date: