

# Job Description

# Addendum

**Job Title:** First Aid Co-Ordinator (Appointed Person)

**Name:**

## Role Outline

<b>First Aid</b>	<ul style="list-style-type: none"><li>• Responsibility for organising the provision of first aid equipment and facilities and keeping the senior stock up to date in accordance with the role of the appointed person in our Cognita First Aid school policy, coordinating ordering replacements across the school.</li><li>• Must have current and up to date Paediatric first aid certificate</li><li>• Contacting the emergency services as required.</li><li>• Responsible for maintaining records on Medical Tracker at Senior School</li></ul>
<b>Medicines Management (Senior only)</b>	<ul style="list-style-type: none"><li>• Responsibility for administration of medicines in accordance with the Cognita Supporting Pupils with Medical Conditions Policy (Administration of Medicines training must be completed on My Cognita)</li><li>• Ensuring that all medicines are stored safely and securely within school</li><li>• Maintaining medicines information on Medical Tracker for both pupils and school supply – to include expiry dates</li><li>• Management of all emergency medication stored in school</li></ul>
<b>Management of Medical Conditions</b>	<ul style="list-style-type: none"><li>• Responsibility for management of Medical Conditions in accordance with the Cognita Supporting Pupils with Medical Conditions Policy</li><li>• Ensuring regular review of Care Plans, Emergency Action Plans and Medical Risk Assessments where required</li><li>• Liaison with key personnel responsible for pupils medical care including parents/carers and doctors/nurse specialists</li><li>• Responsible for maintaining records and uploading information on Medical Tracker at Senior school</li></ul>

Signed ..... (Post holder)

Date: