

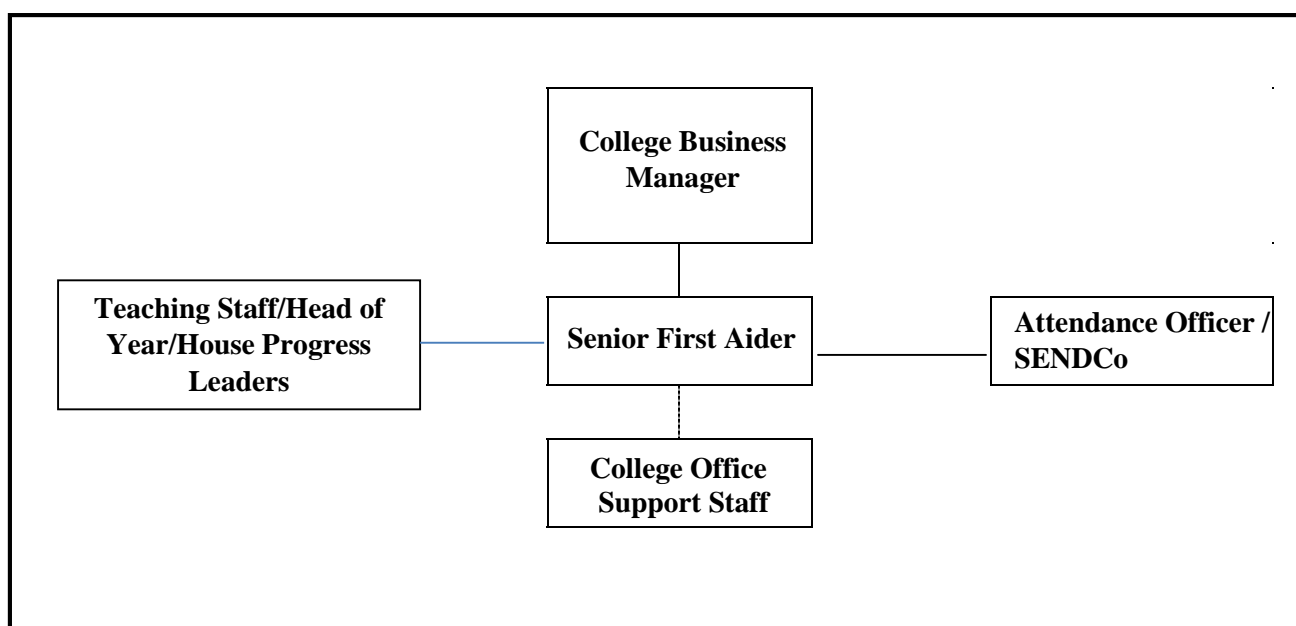


Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

Section A

Role profile ref no:	01429 (adapted by Henry Cort College)
Department/Section:	Education (Schools)
Role Title:	Senior First Aider
Reports To -	College Business Manager
Role Purpose:	Responsible for first aid and welfare of all students in the college.

Section B Organisation



Section C

ROLE REQUIREMENTS

Accountabilities	Accountability Statements	% of Time
First-aid	Assess staff and student medical needs and administer front-line first aid eg plasters, bandages etc. and other remedies/ action. Refer for onward assessment and treatment by medical practitioner, hospital etc. Manage and stock all first aid kits.	30%
Welfare Support	Provide pastoral care and guidance to individual students as required, liaising with teachers, parents and other agencies where necessary. Contribute to the programme of Personal, Social and Health Education (PHSE) in the college eg sex education. Liaise with hospital schools to ensure work is provided and completed. Liaise with School Nursing Team and CAMHS Service.	30%
Medication	Maintain and administer approved medication to students in secure conditions in accordance with prescribed courses of treatment and parental authorisation. Arrange specific training for individual student needs.	15%
Administration/Record Keeping	Maintain records/reports including those for statutory requirements eg accidents. Liaise with external medical agencies and make arrangements for visits of school doctor and nurse and assist, as required. Ensure transport needs are met where appropriate. Ensure medical information is available for all trips and visits. Write and review Health Care Plans for students with specific medical needs.	15%
Corporate and statutory initiatives - equalities/health and safety/egovernment/ sustainability	Comply with relevant legislation eg Health & Safety. Report accidents to County.	5%
Vaccination and immunisation management	Liaise with School Nursing Team to plan dates. Organise college vaccination and ensure communication with parents/carers/staff and students is effective.	5%

Section D - The key decision making areas in the role

- Assessment of medical condition of individual student or staff
- Replacement of medical supplies and stock levels
- Refer appropriate cases to medical practitioner, hospital or other agency
- Decide appropriate treatment, according to emergency or condition of the student/member of staff

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

No direct budgeting control. May maintain small quantities and/or supplies to deliver first aid requirements. Size of school/number of students may be factor in breadth of responsibilities: 900+ students on roll

Section F - The main contacts – external/internal customer contacts and purpose

- Students (daily) – to assess medical needs; provide advice; deliver PHSE
- Teachers (regular) – liaise over individual students
- Parents – arrange visits to the college to discuss student's medical needs
- School doctor/nurse – arrange medical appointments and checks

Section G - Working conditions – environment, and physical effort or strain

- Some frequent exposure to bodily fluids, vomiting, conditions caused by injury etc
- Some emotional demands arising from student/parent contact over sensitive/confidential issues

PROGRESSION IN ROLE**Section H - Entry: Necessary role-related knowledge, skills and experience at selection**

- Qualified first aider – minimum L2, ideally L3
- Experience of working with young people
- Displays sensitivity and initiative
- Act in a calm and practical manner under pressure
- Good communications and people skills
- Reliability in matters of confidentiality
- Able to work individually and in a team
- Basic word processing skills

Section I – Initial induction/training required to become effective in the role

Estimated time to become operationally effective - One month for basic role delivery.

Within academic year to become familiar with college systems, processes and procedures.

Attendance at specific courses – handling particular medical conditions eg asthma. meningitis, diabetes, epilepsy, allergies, use of epipen.

Section J – Operationally effective: How would effectiveness in role be demonstrated?

Able to deal with a wide range of medical conditions and injuries, providing first line treatment and referral to other agencies as conditions dictate.

Section K - Adding value: What characteristics will the advanced role holder demonstrate?

- May make progress towards the achievement of nursing or other health-related qualifications
- May demonstrate capacity for counselling
- Able to contribute to curriculum development in PHSE
- Provide a comprehensive support role in the college, liaising with relevant teachers and/or outside agencies to ensure full availability of supportive material