



Post Title: Senior First Aider

Grade: Grade C

Responsible to: College Business Manager

Overall function: To assist with ensuring effective and efficient provision of first aid and welfare support to the students of the college and related duties to include clerical assistance as required.

Principal Responsibilities

Duties

1. Manning the first aid room as well as going to classrooms to visit students if they are unwell and treating them outside the classroom.
2. Administering first aid to students and staff as well as arranging for the student to rest within the Medical Room, if necessary.
3. As appropriate, referring for onward assessment and treatment by a medical practitioner, hospital etc. In case of emergency, staying with the student until parent can take over. This can involve escorting them to hospital.
4. Liaising with parents via phone and face to face if their child is unwell.
5. Accurate recording of information and treatment given.
6. Maintaining records including those for statutory requirements, eg accidents.
7. Administering approved medication to students in secure conditions in accordance with prescribed courses of treatment/parental authorisation and maintaining appropriate records.
8. Assisting Attendance Officer with administrative tasks.
9. Assisting within the office with covering reception, dealing with visitors, parents and students, answering phone calls, franking mail, administrative tasks etc.
10. Liaise with School Nursing Team and CAMHS Services to ensure the smooth running of the vaccination and immunisation programme.
11. Such other duties as may reasonably be allocated by the Principal or other delegated officer within the purview of the job.