

JOB DESCRIPTION

Post Title	Health Care Assistant and medicine administrator
Grade	NJE Grade 3 Term Time Only
Responsible to	Head Teacher
Job Purpose	To support the whole school, within the wider team, by providing a child-focused health provision that meets the needs of the school. Delivering direct and indirect health care, medicine administration and medical support.

Duties and responsibilities

The health care assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the Education Health Lead. The post holder will work alongside health care professionals and education staff.

Support the students by:

- Carrying out specific health care procedures including care of children or young people with a tracheotomy, gastrostomy or requiring enteral feeding.
- Assisting with oxygen administration, chest management suction and nebulizers following agreed care plans if required.
- Communicating with the class team and/or parents regarding personal supplies for medical interventions.
- Initiating appropriate action if the condition of the child or young person as a result of their condition requires it including moving and handling.
- Dosing and administration of prescribed medicines.
- Supporting staff to administer emergency medication.
- Responsibility for the collection, recording of and safe storage of all medication.
- Supporting medical and therapy staff in school.
- Organising health related training and maintaining training records for this.
- Having knowledge of and being able to use specialist equipment.

- Supporting the maintenance of student safety and security.
- Having a knowledge of all roles and responsibilities related to the care and support of students.
- Carry out all required medical tasks, following training, to ensure students are ready to learn, including postural management and physiotherapy.
- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Writing, reviewing, updating and assisting with the implementation of Care Plans.
- Supporting the student to manage their own behaviour in order to access education
- Responsibility for the monitoring and ordering of medical supplies.
- Keeping such records of the children's development as are requested by the school.
- Helping and supporting within the team through good working relationships.
- Support students to access and engage in educational activities as appropriate.

Support the school by:

- Supporting paediatrician, vaccination and other medical clinics in school
- Attending mandatory and specialist training sessions to maintain or develop skills
- Being aware of School and Health policies and procedures
- Taking an active role in appropriate working parties i.e. health education liaison meetings
- Be a qualified First Aider at Work and maintain first aid provision across school.
- Carry out water testing for the hydrotherapy pool as part of a team
- Being aware of confidential issues linked to home/student/teacher/schoolwork and to keep confidences, as appropriate.

General:

1. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised Trade Unions
2. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
3. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
4. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Education, knowledge and experience:

1. GCSE Maths and English grade 4-9 (A-C) or equivalent qualification.
2. Good ICT knowledge.
3. NVQ level 3 in Health and Social Care or equivalent in a relevant health related qualification.
4. First Aid qualification
5. Knowledge of child protection and safeguarding
6. Knowledge of moving and handling people
7. Experience of healthcare practices
8. Experience of medicine administration

Personal skills and general competencies:

1. Ability to work on own initiative
2. Prioritising own workload alongside the wider priorities of the school
3. Ability to work effectively within a team
4. Proactive in own professional development
5. Professional approach
6. Willingness to undertake training
7. Effective communication skills
8. Passion for working with children and young people with SEND
9. Commitment to promoting the school's reputation
10. Flexible to meet the changing needs of school
11. Incorporate whole school ethos within working practice