



Thatto Heath Community Primary School

Job Description: Medical Assistant – Scale Point 18 – 21

Responsible to: The Headteacher

General Duties

- To support staff and students in cases of illness/distress and to liaise with outside agencies.
- To maintain and disseminate all current records for student's health and welfare.

Main Responsibilities

1. Provide first aid cover for students and staff who are sick or who have had an accident.
2. Keep a record of details of all people seen (students and staff) both on paper and digitally.
3. Ensure that any accidents are recorded in the Accident Books/Accident Report forms and the appropriate authorities notified.
4. Liaise with Pastoral Team regarding students that have attended the Medical Room.
5. Ensure the medical records are kept up to date.
6. Liaise with the School Nurse.
7. Assist with the booster injection programme.
8. Produce and dispense medical cards to enable pupils to leave lessons.
9. Produce medical slips for students who need to visit the Medical Room.
10. In the absence of parents, escort children to Accident and Emergency.
11. The job holder will undertake such work as may be determined by the Principal from time to time as required.

Job Responsibilities

- To act as first reference if a student is judged by the teacher to be too ill to cope in class.
- To be a fully trained designated First Aider, to maintain up to date training and keep records for other First Aid trained staff to provide continuous cover.
- To provide an opportunity for those pupils who may need someone to talk to.
- To judge when a student enters the medical room:
 - ❖ *There is a genuine reason for further attention*
 - ❖ *The student is fit to return to class*
 - ❖ *Any minor injuries can be dealt with*
 - ❖ *There is a need to call an ambulance*
 - ❖ *Parents should be contacted to collect the student from school.*

- To keep a daily record of all students who report to the Medical Room and the reason for reporting and action taken.
- To inform staff of students being sent home.
- To liaise with outside agencies and the Health Authority to arrange medical inspections, reviews, vision and audiology tests as appropriate.
- To liaise with the Leadership Team on matters concerning the health and welfare of students.
- To ensure the smooth running of any vaccination or immunisation programmes.
- To be responsible for students' personal medication and issue items in accordance with written parental permission and LEA guidelines.
- To make up First Aid Boxes which staff take on excursions and holidays etc.
- To look after the specific needs of students with specific medical requirements, e.g. epilepsy, asthma, diabetes, cystic fibrosis, cerebral palsy and to issue any personal items/medication to these pupils.
- To ensure all information regarding disclosures made by pupils concerning their personal and/or emotional problems is passed on promptly and dealt with appropriately.
- To be fully conversant with the LEA and School Child Protection Procedures.
- To be ICT literate.
- To be prepared to assist outside designated hours in an emergency.
- To be responsible for the security and hygiene in the Medical Room.
- To liaise directly with parents as agreed with the Headteacher.

The Appointed Person will be able to:

- Make sound judgements, sometimes under pressure.
- Gain the confidence of staff, pupils and parents.
- Work effectively to manage people, paper and time.
- Keep all records meticulously up to date.
- Form sound professional relationships with staff in school and those in outside agencies.

He/She will

- Have appropriate medical qualifications.
- Have appropriate counselling skills or be willing to undertake relevant training.
- Be patient, open and welcoming, but firm and consistent in all matters relating to pupils' welfare.
- Be prepared, when necessary, to work beyond the appointed hours.

- Exercise discretion at all times in confidential matters relating to staff and students but, within school guidelines, share all information openly with the Senior Leadership Team for individual students.
- Be supportive of school events.