



# **FAIRFAX**

MULTI-ACADEMY TRUST



**Medical Advisor**

**JOB DESCRIPTION**

## JOB DESCRIPTION

### Lead First Aider

#### POST HOLDER

**RESPONSIBLE TO** | Assistant Principal – Student Wellbeing

**LINE MANAGEMENT OF** | N/A

**WORKING HOURS** | 37 hours per week (no TOIL)  
Term time only

**WORKING PATTERN** | Monday to Thursday 8.30am-4.30pm  
Friday 8.30am-4.00pm  
(to include 30 minute lunch break each day)

**HOLIDAY ENTITLEMENT** | Term time only

## JOB PURPOSE

- To be responsible for medical treatment/action and the effective management of the Medical Room.
- To give immediate assistance to casualties with common injuries and where necessary ensure that an ambulance or other medical help is sought.
- To liaise with the school nurse on health-related matters and to positively promote healthy lifestyles across the Academy.

## MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Administer/coordinate when someone is injured or becomes ill and manage the response to incident or emergency, where necessary.
- Ensure that an ambulance or other professional medical help is summoned when required.
- Accompany pupils to hospital where parents cannot be contacted
- Ensuring the efficient and effective running of the medical room including medical records/forms and the supervision of sick or injured persons. This will also include ordering stocks and maintaining first aid kits.
- Take responsibility for students with Individual Healthcare Plans on site and the requirements around medical management and medicine administration.
- Ensure medicine held on site is done so in a compliant fashion, for example secure yet accessible to relevant individuals.
- Liaising with the school nursing team to make care plan referrals.
- Responsibility for the issue/use of prescription drugs, inhalers and other medical prescriptions with parental permission
- Perform thorough record keeping including data base of medicines held on school site and accident reporting, and that relevant information is handed to Academy Health and Safety Lead

- Ensure effective training and deployment of the Academy First Aid team
- Provide first aid support at after Academy events where necessary and appropriate, for example, sporting events, by mutual agreement
- To liaise regularly with the Education Welfare Officer where poor attendance is linked to identified medical issues
- Attend and contribute to Team Around the Family (TAF) meetings and Individual Education Plan reviews for pupils with Medical Care Plans/complex Mental Health needs
- Liaise with relevant outside agencies such as SOLAR/MASH/YOS and Children's Services when it is necessary to support pupils requiring medical input or intervention
- To attend New Intake evening annually to support with medically related Key Stage 2 to 3 transition issues and to liaise with partner primary schools regarding medical issues of those pupils transferring to the Academy
- Review, annually, the Medical Policies of the Academy
- Be the nominated Lead First Aider on site.

### **Organisational responsibilities**

- To have responsibility for completing Risk Assessments and evacuation plans for pupils with identified medical needs, where appropriate, and to ensure access to lessons for those pupils with mobility problems.
- Support students who require access to Academy lift due to illness and/or injury.

### **GENERAL**

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Engage actively in the performance review process.
- Perform any other such duties as the Principal may from time to time determine.

I have read and accept this job description.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Review and amendment**

This job description allocates core initial duties and responsibilities and will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition and may be subject to change or modification at any time after consultation.



ENRICHING **LIVES;** TRANSFORMING **FUTURES**

**EXCELLENCE.**

**DEDICATION.**

**AMBITION.**

**INTEGRITY.**

**TRADITION.**