BURY COUNCIL

JOB DESCRIPTION

Post Title: First Aid, Medical and Administrative Assistant	
Department: Children's Services	**Establishment/Post No:**
Division/Section: Student Support	**Post Grade: 7 (Subject to job evaluation)**
Location: The Elton High School	**Post Hours: 30 hours + 2 agreed Inset Days**
Special Conditions of Service:	

Purpose and Objectives of Post:

The First Aid, Medical and Administrative Assistant will provide comprehensive first aid and medical services across the school, acting as the main point of contact for day-to-day first aid, medication and student medical needs. The postholder will take ownership of associated records, processes and follow-up to help ensure that first aid and medical arrangements are safe, organised and consistently managed.

When first aid and medical demands allow, the postholder will also provide general administrative support, helping increase capacity within the wider administrative team.

Accountable to: Headteacher and Deputy Headteacher i/c Student Support

Immediately Responsible to: SENDCO (medical), Business Manager (first aid + admin)

Immediately Responsible for: First aid and medical equipment and associated records

Relationships (Internal and External):

- Chair and Members of the Governing Body
- Headteacher
- Senior Leadership Team
- All Staff
- Pupils
- Parents and Guardians
- School Nursing and Immunisation Teams

Control of Resources:

- First aid and medical equipment across the school
- First aid supplies
- First aid register and training calendar
- Medication kept safely on school premises
- Records associated with first aid and medical services

Duties/Responsibilities:

First Aid and Medical Support:

- Act as the primary point of contact for first aid during the school day.
- Provide immediate, high-quality first aid to all students, staff and visitors as required.
- Assess situations and take appropriate action, including contacting parents/guardians or emergency services where necessary.
- Support and supervise students who are unwell or injured while awaiting collection or further medical assistance.
- Coordinate appropriate first aid cover when required.
- Support first aid arrangements for exams, Sports Day, school events and other activities.

Medication and Medical Conditions:

- Administer prescribed and over-the-counter medication (e.g. paracetamol, ibuprofen, antihistamines, antacid tablets, throat lozenges or cough syrup) in accordance with school procedures and individual student requirements and maintain accurate records.
- Manage the receipt, safe storage, monitoring (e.g. date checks) and return of medication.
- Support students with diabetes, asthma, allergies, anaphylaxis, epilepsy and other medical conditions.
- Undertake specialist training, including diabetes and insulin support where required.
- Maintain and support Individual Healthcare Plans and associated records.
- Liaise with parents/guardians, staff and healthcare professionals regarding student medical needs.

Accidents, Incidents and Safeguarding:

- Ensure accidents and first aid incidents are recorded accurately and promptly (e.g. using an accident book, CPOMS).
- Follow up incomplete accident and incident records and support investigations, in consultation with the Health and Safety Lead.
- Ensure agreed actions from incidents are followed through or escalated appropriately.
- Complete CPOMS records relating to medical, first aid or safeguarding concerns.
- Monitor accidents and incidents to identify trends or recurring concerns and escalate potential safety concerns where appropriate.
- Maintain confidentiality when handling sensitive medical and safeguarding information.

Medical Risk Assessment and Adjustments:

- Coordinate and support medical risk assessments for students returning to school following significant injuries, surgeries or prolonged medical absences.
- Meet with students and parents/guardians to discuss medical needs and appropriate adjustments where necessary.
- Liaise with relevant staff to ensure agreed adjustments are put in place promptly.
- Issue and manage medical adjustment passes.
- Prepare medical risk assessments for off-site trips and visits (e.g. sports fixtures, reward trips, overseas experiences).

Medical Administration

- Support Year 7 medical transition and review incoming student medical information.
- Maintain accurate and up-to-date student medical records.
- Coordinate and support the day-to-day organisation of school immunisation programs.
- Maintain records of staff medical training, including first aid, anaphylaxis, asthma and diabetes, and chase outstanding or expiring training.
- Support the implementation and administration of the school's first aid, medication, allergy and anaphylaxis procedures.
- Ensure first aid and medical posters are appropriately displayed and up to date.

First Aid Room and Equipment:

- Take day-to-day responsibility for the first aid room and ensure it remains safe, clean and organised.
- Complete regular stock and expiry-date checks.
- Order and replenish first aid and medical supplies as required.
- Ensure first aid equipment and supplies, particularly adrenaline auto-injectors/EpiPens, asthma inhalers and defibrillators, are easily accessible and appropriately maintained.
- Prepare first aid kits for school trips and visits.

General Administration:

- Provide general administrative support when first aid and medical demands allow.
- Answer telephone calls and pass on messages.
- Assist with records, data entry, correspondence, filing and document preparation.
- Assist with printing and photocopying.
- Provide additional administrative capacity during busy periods or staff absence.
- Undertake other reasonable administrative duties appropriate to the role as directed.

General Responsibilities:

- Promote and safeguard the welfare of children and young people and follow the school's safeguarding procedures.
- Follow school policies relating to health and safety, first aid, medical needs, confidentiality and data protection.
- Participate in school staff meetings, inset days, and professional development training relevant to the post.
- Complete and maintain all training required for the role.
- Work professionally and respectfully with students, parents/guardians, colleagues and external professionals.

This job description is not intended to be exhaustive. The postholder may be required to undertake other duties commensurate with the grade and responsibilities of the post, as reasonably directed by the Headteacher.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service)

Job Description prepared by:	**Sign:**	**Date:**
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