

## Job Description:

POSITION	Medical Room Assistant
REPORTS TO	School Nurse, Bursar
CONTRACT TYPE	Term Time Only (35 weeks per year) / 37.5 hours per week

### The Role:

Working in our medical room, you will promote the physical health and emotional wellbeing of pupils aged 2.5-13 in our Prep School. You will oversee the general medical needs and provide first aid on an immediate and emergency basis to ensure the best possible medical care is available.

### Key Responsibilities and Accountabilities:

- To assess First Aid problems presented by pupils, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- To attend to minor medical needs of pupils, such as administering plasters, bandages etc as required, and look after pupils who feel ill whilst also encouraging them to return to their normal timetable as soon as appropriate.
- Contemporaneously record all visits to the medical room and communicate with parents about any medical care provided to pupils during the day in line with the appropriate School Policies.
- Be fully conversant with the school's First Aid and Medication Policy.
- To act as a listening ear for all pupils and communicate any concerns to the School Nurse, Form Tutor or Safeguarding lead.
- Maintain health records and care plans for all pupils and liaise with relevant staff regarding any changes.
- Administer and document prescription and non-prescription medicines in line with the schools' medicine administration and homely remedies policies, ensuring parental consent is obtained and recorded.
- Oversee and monitor stored on-site medication for pupils, ensuring replacements are obtained when necessary. Ensure all relevant parental consent forms to administer or carry medicine are obtained.
- Assist in ensuring all medication in a child's emergency medication pack is within date and suitable for use, along with any alert cards or care plans that should be accompanying them.
- Record any medical or dietary requirements for pupils and maintain an essential care list of students with 'need to know' conditions e.g. allergies, medical requirements, EpiPen users and inhalers and ensure that all staff are aware, including the kitchen staff.
- Ensure that all students' and the school's own EpiPens and inhalers are in date.
- Maintain the medical room and all medical supplies, ordering equipment and resources as necessary. Assist in completing stock audits of all First Aid boxes and First Aid kits throughout the school (including those used for trips) and ensure they are replenished.
- Regular checking of school defibrillators, including ordering of new pads & batteries when required.
- Prepare First Aid kits for school outings or sports fixtures together with inhalers, emergency medicines and any other child specific medication required and liaise with other schools or venues regarding medical and dietary needs for children visiting for away sports fixtures or outings.
- In conjunction with other members of the team, provide a first aid presence at home matches during sports afternoons.
- Contribute towards the smooth exchange of information between the School Nurse/Medical Room team, houseparents' and other internal departments across the school.

### SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

### **Equal opportunities**

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

### **Hours required:**

Monday- 8am – 4pm

PERSON SPECIFICATION		
	Essential	Desirable
<b>Qualifications</b>	GCSE English & Maths at grade 'C' <b>or</b> equivalent Qualifications to A-Level <b>or</b> extensive healthcare experience	First Aid qualifications (full training will be provided)
<b>Experience</b>	Experience working with young people	Experience working in a school or educational establishment  Previous experience working in a healthcare environment
<b>Knowledge and understanding</b>	Computer literate  Excellent organisational and time management skills with the ability to prioritise workload  Excellent communication and interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues, and parents)  Ability to maintain confidentiality	Knowledge of minor medical ailments
<b>Personal characteristics</b>	Enthusiastic, positive, and hard working  Flexible and approachable attitude  Ability to work under pressure, on own initiative, accurately and with attention to detail  Ability to solve problems, make sound judgements and take decisions  Commitment to maintaining the caring and supportive ethos of the school  Ability to work as part of a team  Common sense approach  Good sense of humour	

**Review:** May 2025