**THE CHALFONTS COMMUNITY COLLEGE**

**WELLBEING OFFICER / MEDICAL ADMINISTRATOR**

**JOB DESCRIPTION**

**Responsible to:** Vice Principal - Inclusion

**Date of Commencement:** April 2019

**Salary**: £18,023.81 (based on 37 hours per week)

**The Business Manager is Leader of the Support Staff and is responsible for the whole team**

**The following qualities are essential:**

* First Aid qualification
* Have proficient knowledge/ICT experience
* Have a friendly, caring and approachable manner
* Be able to communicate effectively with students, staff and other professionals
* Undertake roles and responsibilities according to health and safety regulations
* Be flexible in their approach and be able to use initiative and work without direction
* Be calm and reassuring; especially in emergency situations
* Be utterly discrete and capable of maintaining confidentiality
* Be a team player who is able to work in harmony with others

**The following qualities are desirable**:

* Previous experience in children’s welfare
* Good understanding of mental health in teenagers

**As Wellbeing Officer/Medical Administrator you will be expected to:**

* Administer first aid/medication to students
* Look after students who are ill and contact parents as necessary
* Organise and co-ordinate arrangements for medicals, vaccinations and other health checks
* Organise specific training for all staff (mainly epi-pen and asthma)
* Maintain up-to-date student medical records and complete data analysis
* Liaise with outside agencies and professionals (and attend networking meetings where appropriate)
* To deliver specific lessons to students in relation to Sex and Relationship Education and First Aid training as part of the PSHCE/Lessons for Life curriculum
* Support the Learning Support Department with students who have complex medical conditions that require help with toileting
* Work in conjunction with the Pastoral Team championing Mental Health First Aid across the college

**Wellbeing Officer/Medical Administrator**

**Job Description**

**Manage the Medical Room on a daily basis**

* Follow daily routine
* Deal with and log details of all students who visit the Medical Room
* Try & get students back to lessons where possible and discourage ‘time wasters’.
* Contact parents if students need to be collected.
* Keep attendance log of students in the Medical Room or who are collected on Lesson Monitor (SIMs)

**Work in liaison with Attendance Manager, College Counsellors, Safeguarding & Pastoral Teams**

**E-mails:** Check regularly & respond to requests

**Accidents/Incidents**

* Record all accidents / incidents in log book
* Record serious/major accidents on Accident/Incident form & notify the Business Manager immediately
* Inform parents about ALL head injuries and any accidents that may need further medical attention
* Record all accidents on weekly/termly spreadsheet

**Risk Assessment after an injury/operation etc.**

* Discuss return to college with parents & student
* Liaise with Learning Support & Attendance
* Put support measures in place i.e. Medical Time-Out card / reduced time-table etc
* Crutches – complete a Risk Assessment, Personal Emergency Evacuation Plan, lift support, room accessibility etc

**First Aid:**

* Administer first aid to students/staff as necessary
* Order resources – keeping within budget
* Supply resources for departmental First Aid kits
* Prepare & record kits for trips & visits

**First Aiders:**

* Keep lists database of qualifications, expiry dates etc.
* Advise when renewal needed
* Organise trainings in conjunction with SLT (Mcg)
* Keep displayed lists up-to-date (termly/annually)

Liaise with Community Nurses and Senior Leadership Team (CPD) re: staff training (Epi-pen/Asthma)

**Medication Administration:**

As requested by parents in line with CCC policy.

Ensure parents complete appropriate paperwork & advise them when more is needed

Record & store students’ personal medication correctly

Administer & record as necessary

Paracetamol: Ensure parent’s permission has been given before administering to students i.e. on medical form or verbal consent

Record and be accountable for all paracetamol purchased including that given to adults

**Medical Conditions**

**Record Keeping:**

* Students’ medical forms – details on SIMS & P: drive
* Medical Health Care Plans – request & review as necessary
* Medication consent forms
* Record details received from parents – phone calls / e-mails etc
* Students with Medical Conditions – photos
* Students with Anaphylaxis – Epipens / Epilepsy / Haemophilia / Diabetes etc

**Medical Time-Out cards:**

* Issue to students as appropriate for illness/injuries
* Keep records of students given them & monitor use.

**Lost Property:**

Sort – If named e-mail tutor to tell student to collect

If un-named put on table for 2-3 weeks then ‘recycle’

Liaise with PE/CCCA about re-cycling uniform

**Annual Events:**

* Liaise with Year Leader & Learning Support re: needs of Year 6 students for Induction Day (July)
* Run SIMS report and up-date all year lists/info on p:drive (Sept)
* Students with medical conditions – photos & distribute (Sept)
* Year 7 – Put GP/Medical Centre, Paracetamol consent and medical conditions on SIMS (Sept)
* Add all new students info as for Year 7 above (Sept)
* Delete all leavers info from p:drive etc (Sept)
* Inform Exams Officer about any student with a medical condition who may need special concessions – especially Year 11 (ongoing throughout the year)
* Add or delete all new students & leavers from p:drive, paracetamol lists etc (ongoing)

**Infectious diseases**:

Inform staff, who may be pregnant or who have compromised immune systems of any infectious diseases that have been notified by parents Ref: Public Health England Control of Infectious Diseases

**Immunisations:**

* Liaise with Immunisation Team of Nurses
* Agree dates with SLT responsible for college calendar
* Support school nurse immunisation team with the process of obtaining consent
* Book room
* Identify 6th form volunteers
* Keep Year Leaders & tutors informed at all stages
* Time-table / practical details for the day

**Liaise with Outside Agencies:**

* Child Health: Notify of Admissions & Leavers a.s.a.p. each term
* Community Nurses: Organise rooms for appointments as requested

**Training/Teaching**:

* Support PSHCE/Lessons for Life co-ordinator in the delivery of Sex and Relationship Education and First Aid Training
* Support the running and organisation of the ‘Health Zone’ for students in Year 9-13
* Support the Pastoral Team in championing Mental Health First Aid around the college (this may involve delivering assemblies/lessons and creating initiatives to improve wellbeing)