

Welfare Officer

Responsible to: Assistant Headteacher for Pastoral

Grade D

Job Role

- First Aid trained or willing to complete training and knowledge of First Aid Processes.
- Write and review annually Individual Health Care Plans, liaising with staff, students and parent/carers.
- Maintain accurate medical records for all students using the medical room.
- Accident reporting for staff and students liaising with Site Manager.
- Recording and maintaining medicine for students; including storage, checking expiry dates, safely disposing of medicine and parental/carer consent for administration.
- Ensure the safe storage of first aid equipment and medical supplies and for maintaining stock at appropriate levels
- Produce and maintain the relevant medical policies.
- Provide training for other staff in the correct use of required medical treatment (e.g. Epipens).
- Attending HCC medical courses and refreshers for all elements of role.
- Overseeing First Aiders ensuring certificates are current and booking training as required.
- Maintain and review First Aid boxes on school site, school minibus and for school trips, ensuring requirements are met and there is adequate stock available. Ensure an annual review is completed.
- Maintain adequate medical supplies within the medical room.
- Lead on medical conditions within Transition process
- Lead for school vaccinations, liaising with NHS, school vaccination team and school staff. Including communication home to collect consent and planning of the day to ensure smooth running.
- Oversee medical exit passes.
- Manage and maintain spare uniform for students
- Manage sanitary supplies for students.
- Work alongside Progress Leaders to support parents/carers of students with medical conditions.
- Support other staff within the Pastoral Team to provide support for students to access learning eg: emotional support, contact home, equipment etc.
- Be part of the Safeguarding Team as a DDSL.

