



CROFTON SCHOOL

KINDNESS AMBITION DILIGENCE

Role:	Welfare Officer
Grade:	C
Working days:	Term time only; Monday – Friday or as instructed by the Headteacher / your line manager.
Location:	Crofton School
Reports to:	Operations

This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

Job Purpose:

Responsible for first aid and medical issues for all students and staff in school. Ensure accurate data relating to students is entered on to school systems.

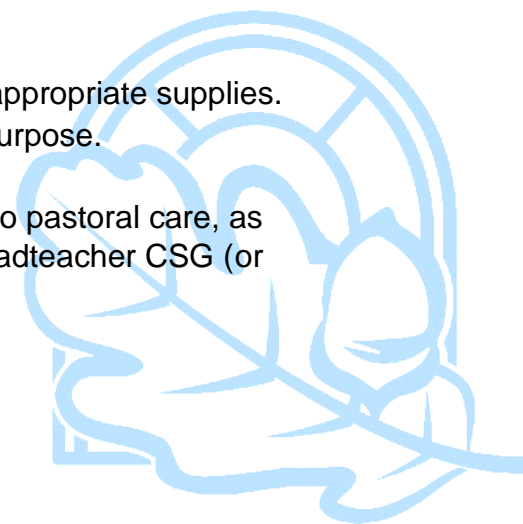
Roles and Responsibilities:

First Aid:

- Assess staff and students' medical needs and administer front-line first aid e.g. plasters, bandages etc. and other remedies or actions.
- Carry out risk assessments relating to students coming into school with crutches, plaster casts etc.
- Refer for onward assessment and treatment by a medical practitioner, hospitals etc.
- Ensure rota of qualified first aiders is in place to cover lunch breaks, meetings, courses and other pre-determined absences etc.
- Maintain a log of student visits to the medical room.
- Maintain appropriate contact with parents/guardians.
- Ensure the medical room is adequately stocked with appropriate supplies.
- Ensure medical bags for trips are stocked and fit for purpose.

Care, Support & Guidance:

- Make arrangements to ensure students have access to pastoral care, as required, by referring them to the Senior Assistant Headteacher CSG (or his/her nominated representative).



- Liaise with teachers, parents and other agencies where necessary.

Medication:

- Maintain and administer approved medication to students in secure conditions in accordance with prescribed courses of treatment and parental authorisation.

Administration & Record Keeping:

- Maintain records/reports including those for statutory requirements e.g. accident forms/book, report to relevant government agencies when required.
- Maintain medical room daily log.
- Ensure accurate, up-to-date medical information is recorded on students' records/school data systems and, where necessary, reported to school staff.
- Liaise with external medical agencies and make arrangements for visits of medical practitioners, and assist with vaccination programmes as required.
- Administer student medical forms; provide medical forms for school trips.
- Assist in arranging and facilitating immunisation days, liaising with external agencies and communicating plans to staff

Safeguarding and Confidentiality:

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This role has a highly confidential component and requires the post holder to gain and maintain the trust and confidence of students. The post holder may be afforded access to child protection / family sensitive information and will be required to treat this accordingly.

Health and Safety:

- Provide school policies for SLT approval e.g. asthma, epilepsy etc.
- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

Additional Duties:

- Carry out any additional duties as may be reasonably required by the Headteacher or your line manager.

Review:

This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed:

Reviewed by:

Additional notes:

