

JOB DESCRIPTION

Post title:	Student Medical Coordinator
Academy:	Excelsior Academy
Reporting to:	Vice Principal
Salary/Pay range:	SCP 4 – 6 FTE £24,309 to £25,183, Actual £18,806 to 19,482
Hours of work:	32.5 hours 8:30 to 15:30 - Term Time Only

Purpose of Job

To work in conjunction with the Operations Manager and SENDCo to ensure the Academy effectively meets the long term and emerging medical needs of students, providing a safe environment to learn in accordance with the Academy's statutory obligations and health and safety legislation

We are seeking a dedicated and proactive Student Medical Coordinator to manage the health and well-being of our students. The ideal candidate will thrive in a busy, demanding environment, providing face-to-face care and support during accidents and illnesses. You will be an essential part of our school's support team, ensuring students receive prompt and effective care.

Main Duties and Responsibilities

- **Medical Care:** Provide immediate medical attention and first aid to students for accidents and illnesses occurring on school premises. (First aid training can be provided)
- **Health Assessments:** Conduct regular health assessments for students, identifying any potential health issues.
- **Emergency Response:** Act as the first responder in medical emergencies, ensuring efficient and appropriate care.
- **Liaison:** Communicate effectively with parents, teachers, and external healthcare providers to coordinate student care.
- **Individual Health Care Plans:** Write and monitor students with IHCP
- **Risk Assessments:** To conduct student centred risk assessments alongside the Facilities team to ensure students' needs are taken into account when on site.
- **Record Keeping:** Maintain accurate and confidential medical records for all students, ensuring compliance with legal and school policies.
- **Maintain First aid kits:** To be responsible for maintaining required first aid equipment and supplies for the Academy.
- **Support SENDCo:** To work closely with the Academy's SENDCo to implement agreed health interventions including administering medication to individuals as defined by NHS Care Plans and Education, Health and Care Plans (EHCPs).
- **Manage Academy First aider programme:** Ensuring a sufficient number of appropriately trained colleagues are available on a rota basis.
- **Maintain the Academy's medical needs register:** Support the SENDCo in the development and implementation of student individual health care plans (IHCPs).
- **Support the Attendance Team** when students return following significant periods of absence due to illness.
- **Compliance:** To comply with all policies and procedures relating to child protection, health and safety, security and confidentiality. To ensure the Academy adheres to the 'Supporting Students with Medical

- Needs' policy and the statutory DfE guidance on supporting students at school with medical conditions.

Continuing Professional Development

- Undertake any necessary professional development as identified in the Academies Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes as appropriate to the role.
- Be aware of, and comply with, all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Performance Management process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of The Laidlaw Schools Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required