

First Aid, Medical & Administration Assistant

Job Description

Job Purpose

To provide consistent and professional first aid and medical service across the school, acting as the main point of contact for day-to-day first aid, medication and student medical needs. The post-holder will take ownership of associated records, processes and follow-up to help ensure that first aid and medical arrangements are safe, organised and consistently managed.

When first aid and medical demands allow, the post-holder will also provide general administrative support, helping to increase capacity and resilience within the wider administration team.

First Aid and Medical Support

- Act as the main point of contact for first aid during the school day.
- Provide first aid to students, staff and visitors as required.
- Assess situations and take appropriate action, including contacting parents/carers or emergency services where necessary.
- Support and supervise students who are unwell or injured while awaiting collection or further medical assistance.
- Coordinate appropriate backup first aid cover when required.
- Support first aid arrangements for examinations, Sports Day, school events and other activities.

Medication and Medical Conditions

- Administer medication in line with school procedures and individual student requirements and maintain accurate records.
- Manage the receipt, safe storage, monitoring and return of medication, including expiry-date checks.
- Support students with diabetes, asthma, allergies, anaphylaxis and other medical conditions.
- Undertake appropriate specialist training, including diabetes and insulin support where required.
- Maintain and support Individual Healthcare Plans and associated records.
- Liaise with parents/carers, staff and healthcare professionals regarding student medical needs.

Accidents, Incidents and Safeguarding

- Ensure accidents and first aid incidents are recorded accurately and promptly.
- Follow up incomplete accident and incident records and support investigations where required.
- Ensure agreed actions arising from incidents are followed through or escalated appropriately.
- Complete appropriate CPOMS records relating to medical, first aid or safeguarding concerns.
- Monitor accidents and incidents to identify trends or recurring concerns.
- Maintain confidentiality when handling sensitive medical and safeguarding information.

Medical Risk Assessments and Adjustments

- Coordinate and support medical risk assessments.
- Meet with students and parents/carers to discuss medical needs and appropriate adjustments.
- Liaise with relevant staff to ensure agreed adjustments are put in place promptly.
- Issue and manage medical adjustment passes.
- Support students returning to school following illness or injury where medical adjustments are required.

Medical Administration

- Support Year 7 medical transition and review incoming student medical information.
- Maintain accurate and up-to-date student medical records.
- Coordinate school immunisation programs and support the organisation of immunisation days.
- Maintain records of staff medical training, including first aid, anaphylaxis, asthma and diabetes, and chase outstanding or expiring training.
- Support the implementation and administration of the school's first aid, medication, allergy and anaphylaxis procedures.

First Aid Room and Equipment

- Take day-to-day responsibility for the first aid room and ensure it remains safe, clean and organised.
- Complete regular stock and expiry-date checks.
- Order and replenish first aid and medical supplies as required.
- Ensure first aid equipment and supplies are appropriately maintained and accessible.

General Administration

- Provide general administrative support when first aid and medical demands allow.
- Assist with records, data entry, correspondence, filing and document preparation.
- Provide additional administrative capacity during busy periods or staff absence.
- Undertake other reasonable administrative duties appropriate to the role as directed.

General Responsibilities

- Promote and safeguard the welfare of children and young people and follow the school's safeguarding procedures.
- Follow school policies relating to Health & Safety, first aid, medical needs, confidentiality and data protection.
- Complete and maintain all training required for the role.
- Work professionally and respectfully with students, parents/carers, colleagues and external professionals.
- Work flexibly as part of the wider school team and undertake other reasonable duties appropriate to the level of the post.