



PLATANOS COLLEGE

An outstanding school for
pupils of all abilities



POST: Welfare Officer

JOB PURPOSE: To be responsible for and undertake all work related to the welfare and medical needs of all pupils.

JOB DESCRIPTION

RESPONSIBILITIES

Welfare

1. Oversight of the medical room. Ensure a safe, clean, free from hazard, comfortable environment.
2. Responsible for the day to day needs of all pupils' welfare and providing first aid throughout the school in the event of any sickness or injury.
3. Be available to provide first aid particularly at break/lunch times.
4. Raise awareness on health and well-being, including setting up displays and health care programmes.
5. Co-ordinating whole school immunisation with the relevant staff members and acting as a chaperone where required.
6. Oversight of all medicines onsite, including medicines brought in by children.
7. To be responsible for the safe storage or disposal of any prescribed medication or vaccines where consent for this has been given, with due regards to controlled drugs, medicines to be refrigerated, etc.
8. Oversight of all first aid kits within the school and responsible for replenishing first aid kits and similar resources (e.g. inhalers) when required. Regular routine checks to ensure that all first aid and medical equipment within the school is sufficient.
9. Assist with the regular process of obtaining permission from parents/carers regarding medical care.
10. Know and understand the SEND and conditions of the pupils thoroughly and any impact this may have on their health and learning needs.
11. Ensure that medical records, including care plans for pupils with long term medical conditions are up to date. Record fully and accurately, in a timely fashion, any medical events, e.g. medicines administered.
12. Ensure the office and all relevant staff are aware of any student medical conditions that they may need to be aware of in lessons and other activities.
13. To assist in maintaining records of accidents for both staff and students in the Accident Book, including records of treatment given etc.

14. Responsible for phone calls to parents/carers and seeking senior team/parental approval to release pupils for parent/carer pick up where necessary in cases of sickness or injury.
15. Responsible for liaising with the emergency services where appropriate.
16. Organising transport to take a sick or injured pupil home, to a GP or hospital, where necessary.
17. Responsible for keeping personal first aid certificate up to date.
18. To work collaboratively with other healthcare professionals to obtain advice and information on specific medical conditions where necessary.
19. Work within the school's policies regarding first aid and medicines to administer medications to pupils or supervise the self-administration of medications where parental consent is given.
20. Be aware of statutory child health policies and procedures.
21. Have awareness of school healthy settings and safeguarding policies and initiatives.

General

22. To undertake other general tasks and administrative work considered necessary in accordance with the job and changing need/policies of the school.
23. To flexibly operate contracted hours/shifts to meet the needs of the school.
24. Responsible for maintaining strict confidentiality in all administrative work where necessary.
25. To be aware of the responsibilities under data protection legislation for the security, accuracy and significance of the personal data held in the school's systems.
26. To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
27. To take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting equal opportunities and good community relations.
28. To work in accordance with the school's policies and procedures.
29. To maintain good general knowledge of the school's systems in order to carry out duties effectively.

PERSON SPECIFICATION

<i>Qualifications and knowledge</i>	
Recognised degree.	Desirable
Five GCSEs including English and Maths (grade C or above).	Essential
Fully first aid qualified with medical/nursing knowledge.	Essential
Good knowledge of SIMS management system.	Desirable
Excellent knowledge of IT including Microsoft Office packages e.g. Word and Excel.	Essential
Safeguarding and child protection training.	Essential

Ability to work in a team in a friendly and professional manner.	Essential
Ability to work on own initiative to complete tasks.	Essential
Excellent attendance and punctuality.	Essential
Flexibility in working hours.	Essential