



Cheadle Hulme School

Role title: First Aider

Reports to: Medical Centre Manager

Role Purpose

As the point of contact for first aid requirements within the School, the post-holder is responsible for administering routine first aid, documenting treatment and notifying parents or external bodies.

Cheadle Hulme School is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Responsibilities

- Assess and administer First Aid where required;
- Complete accident reports and follow up as necessary;
- Completes PEEPS and follow up as necessary with support for students and communication to staff.
- Arrange parent collection of students where necessary;
- Organise hospital treatment by ambulance if required;
- Support students when the Counsellor is not in School or refer to the Student Managers;
- Liaise with parents, staff, and the full-time First-Aider and School Nurse;
- Input student medical data onto iSAMS;
- Undertake the administration work to complete the students' records under the direction of ensuring medical spreadsheets up-to-date;
- Maintain records of medicine held in School and ensure all medication is in date;
- Maintain and update medical information on notice board as required;
- Organise and deliver first aid training to students via a first aid club
- Replenish all First Aid boxes on a termly basis;
- Re-order First Aid supplies as necessary;
- Contacts parents for new supplies of medicines and arranges correct disposal of out of date medicines
- Checks asthma and auto injector kits around school and also responsible for ensuring defibrillator pads and battery are in date and defibrillators are working correctly.
- Archiving old medical records as required in accordance with GDPR
- Running first aid club for students

To undertake additional reasonable duties as requested by the manager or another appropriately senior colleague.

This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding working hours will be expected from time to time, in consultation with the employee.

Person Specification

Qualifications	
1	GCSE grade C or above in 5 subjects including Maths and English
2	Relevant First Aid qualifications

Background & Experience

3	Previous experience of working as a First Aider, ideally in a similar or related environment
4	Previous experience of working with children and young people

Personal Qualities

5	High level of integrity and confidentiality
6	Personable, welcoming and able to deal confidently with individuals at all levels
7	Responsible, reliable, flexible and willing
8	Good time management
9	Ability to work calmly and courteously in pressurised situations
10	Positive attitude to personal development and training

Skills & Competencies

11	Excellent IT skills to include: Microsoft Office applications and the use of databases
12	Excellent listening, verbal and written skills
13	Ability to plan, organise and prioritise effectively
14	Ability to access, assimilate and process information quickly
15	Proven ability to use initiative and be proactive
16	Ability to review and optimise processes and procedures
17	Ability to work positively as part of a team
18	Source information and keep abreast of new technologies and working practices
19	A methodical approach with tasks and strong prioritisation skills