



## **Ripon Grammar School**

### **Job Description**

#### **School Health Worker**

##### **Key Aspects of Role:**

To oversee the care of students, both boarding and day, in school

To support first aiders in school

To contribute to the school's health education programme

##### **Reports to:**

- Inclusion Manager (SENDSCO)
- Deputy Head [Teaching and Learning]

##### **Terms and Conditions:**

- NYC Grade G [points 13 – 18]
- This is currently a job-share [two part time staff]
- Term time only

##### **Specific Duties**

###### **Boarding and Day Students**

- To be responsible for the general health and well-being of those in the boarding houses, holding daily 'surgeries' at appropriate times of the day and look after sick boarders
- If required, to refer medical matters to the doctor's/dentist's surgery or hospital
- To deal with medical emergencies as well as routine appointments, escorting students as needed to the surgery or hospital
- To administer first aid to students and staff in emergencies
- To be responsible for the well-being of any sick day students, making arrangements for them to be collected by parents
- To ensure good lines of communication with parents regarding students' medical needs.
- To take part in the induction arrangements for new students joining the school regarding their medical needs
- To liaise with both day and boarding staff as appropriate, sharing any health or medical concerns
- To manage the student immunisations as required on an annual basis
- Complete risk assessments for injured students and help organise alternative classrooms
- Should the need arise, be prepared to carry out intimate care plans

### **Record Keeping**

- To ensure that appropriate pupil records are kept up to date and stored securely
- To produce and monitor pupil health care plans
- Maintain records electronically, including individual medical health-care plans
- Prepare medical information for staff for school trips
- Respond to medical information requests from the Local Authority
- Liaise with external agencies and complete referrals as required
- Be a point of call for SEMH, support in decision making as to which agency to involve, liaising with safeguarding, SENCO and parents as appropriate
- Contribute to SEMH risk assessments

### **Organisation**

- To ensure that the drugs, equipment and dressings in the medical room are in date and re-stocked
- To liaise with our nominated pharmacist re: the storage and administration of non-prescribed medicine
- To check the defibrillators weekly and report any faults, arrange for servicing, etc.
- To administer students' medicine when necessary and advise parents when/if students' medications are out of date
- Provide health education, advice, and signposting to other sources of information (health and well-being)
- To check first aid kits [departmental every half term and for trips- on return]
- To ensure that there is a structure for first aid coverage in their absence and that first aiders are aware of their responsibilities and duties.
- If this post is a job-share, to ensure that information sharing and notes are clear for the hand-over day each week.

### **General**

- To play a supporting (teaching) role in the school's health programme, including PSHCEE, tutor time and the sixth form general studies programme
- To take part in staff performance management on an annual basis
- To undertake professional development training as required
- To be familiar with the School's code of practice for Child Protection and other policies contained within the Staff Handbook

**Any other duties as reasonably requested by the Headmaster**