



## **Job Description**

**Post:** Health Care Assistant/Medicine Administrator  
**Grade:** Grade A3 Pts 14-18  
**Section:** Support Staff  
**Responsible to:** Head Teacher

### **Job purpose:**

To support the whole school, to work as part of a team, within the age range 3-18 years. The post holder will work within the team delivering direct and indirect pupil care and education including health care.

### **Duties and responsibilities:**

The Healthcare Assistant/Medicine Administrator will be a member of a multi-disciplinary team, under the leadership and supervision of the Head Teacher and Senior Leadership Team. The post holder will work alongside health care professionals and education staff to support the medical needs of pupils within the classroom.

### **Support the pupils by:**

- Carrying out specific health care procedures including care of children or young people with a tracheotomy, gastrostomy or requiring enteral feeding.
- Assisting with oxygen administration, chest management suction and nebulisers following agreed care plans if required.
- Initiating appropriate action if the condition of the child or young person as a result of their condition requires it including moving and handling.
- Dosing and administration of prescribed medicines.
- Supporting staff to Administer emergency medication.
- Responsibility for the collection and safe storage of all medication.
- Supporting medical and therapy staff in school.
- Having knowledge of and being able to use specialist equipment.
- Supporting the maintenance of pupil safety and security.
- Having a knowledge of all roles and responsibilities related to the care and support of pupils.
- Carry out all required medical tasks, following training, to ensure pupils are ready to learn.
- Preparation of learning materials and resources, adapting the environment when necessary.
- Maintaining and using moving and handling equipment e.g. standing frames, hoists, wheelchairs etc.
- Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.
- Monitoring and assisting with the implementation of Care Plans and amending when necessary.
- Supporting the pupil to manage their own behaviour in order to access education
- Responsibility for the monitoring and ordering of medical supplies.



- Responsibility for emergency gastric button changes in the absence of a qualified nurse/community nurse.
- Keeping such records of the children's development as are requested by the School.
- Helping and supporting within the team through good working relationships.
- Following educational direction from the class teacher.
- Support pupils to access and engage in educational activities as appropriate.

**Support the school by:**

- Attending mandatory and specialist training sessions to maintain or develop skills.
- Being aware of Schools/Health policies and procedures
- Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.

**Support colleagues/team working by:**

- Supporting colleagues by having knowledge of what to do when called to assist.

**General:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding of children, security, confidentiality and data protection.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.

The balance of the duties may differ depending on the changing needs of the pupils and the school.

**Hours of work:**

The working week will be 35 hours, paid on a term-time only basis and the hours of work will be 8.30am – 4pm Monday to Friday.