



## **Job Description – School Welfare Officer**

**Grade: 6**

**JE Ref: B/SC/745P**

**Benchmark: SCH049S**

**Hours: 31hrs 15mins per week Term Time only (39 Weeks) 8.40am to 3.25pm**

### **Purpose of Job**

The appointed staff member will: provide first aid to children and adults; oversee the care of pupils and others who are unwell or injured; administer medicines as required; and decide on the appropriate course of action. They will also provide administration support across the school.

### **Major duties and responsibilities**

#### **Lead First Aid Role**

- To provide continuity of care for pupils and staff across the school.
- To receive pupils who are ill, carry out an initial first aid check and ensure appropriate care.
- To decide whether pupils will need further medical attention and take appropriate action including:
  - Administering initial first aid
  - Contacting parents to discuss a way forward
  - Contacting parents for children to be taken home
  - Arranging for medical treatment if possible
- To receive pupils who are injured and administer first aid.
- To ensure that injured pupils who cannot be brought in to school are attended to and cared for by the nearest or another member of staff with first aid training. Where this is not possible, to attend in person.
- In the case of severe injuries:
  - Ensure that emergency services and parents are contacted.
  - Ensure that the pupil(s) concerned are attended to as well as possible within the scope and expertise of the first aid person attending.
- To administer medicines in line with school policy
- Monitor and maintain a register of students who have medicines in school and ensure a consent form is fully completed in each case. Supervise the taking of these at the appropriate time, checking expiry date/dosages and make sure they are kept securely at all times.
- Be aware of pupils' specific medical conditions and care plans.
- To upkeep documentation on: administering medicines for pupils; pupil head bumps; staff incidents and accidents; and logging any other information
- To organise and attend medical care plan meetings between the named school nurse and parents for pupils and:
  - To ensure notes are taken and the protocol is written.
  - To ensure that all staff are made aware of the protocols for these pupils by producing and ensuring the distribution of paperwork containing all key information including a photo of the pupil and action to be taken.
- To liaise with the office to provide medical information and resources for staff leading educational visits to ensure student care plans are adhered to.



- To ensure all DFE policies relating to first aid, and including 'Supporting pupils with medical conditions at school', are regularly monitored and all practices/policies are in place and updated.
- Carry out risk assessment for students with broken bones, sprains, etc. to ensure control measures are in place. Liaison with the parents/carers to ensure all student needs are met during the time of their impairment.
- Encourage pupils to promptly return to lessons wherever possible to maximise their learning time
- Monitor the children who use first aid and signpost them to further pastoral support if this would better suit their needs
- To work with pupils, parents and staff to promote good attendance
- Ensure that first aid kits and supplies are fully stocked and be responsible for maintaining those used for field and residential trips.
- Ensure that orders are placed in a timely way for the replenishment of first aid supplies.
- Adhere to and maintain school routines and codes of conduct.
- Attend relevant courses as and when required, e.g. safeguarding, refresher first aid etc. The school will provide training for the staff member to maintain the appropriate qualification.
- Report any pupil concerns to relevant staff members.
- To work with the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads as required.

#### **Administration duties**

- To cover the Main School Reception when necessary, under the direction of the Headteacher.
- To carry out photocopying and other general administrative duties as and when required.
- To support display across the school, for example, by backing pieces of work or cutting things out.
- To comply with any reasonable request to undertake work on a similar level that is not specified in this job description.

Since this is a new role in the school, the content of this job description may be altered to reflect changes to the job or services provided, without altering the general character or level of responsibility.