



Welfare Assistant Job Description

The key task of the Welfare Assistant is to provide first port-of-call medical assistance for the school from 8.30am until 3.30pm, Monday to Friday. The successful applicant must be First Aid qualified.

To assess the medical and welfare needs of pupils and staff, and administer front-line First Aid. To ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans, administer approved medication to pupils and maintain records and reports, including those for statutory requirements.

The position may also include other administrative duties in support of the wider school, making this role both varied and interesting.

Specifically

The Welfare Assistant (WA) will:

- Administer first aid to children, staff and visitors on-site and complete the necessary accident report forms
- Administer prescribed medication with parental consent
- Make themselves aware of, and familiar with, the school's various medical and first aid policies and advise if appropriate
- Oversee the Medical Rooms ensuring that they are fully stocked with the necessary equipment and medical supplies
- Make themselves aware of the location of all First Aid boxes across the school and Defibrillators
- Ensure throughout the term that trip First Aid boxes are re-stocked so that there is a full complement of the necessary supplies
- Provide essential medical information briefing sheets for all school trips
- Monitor the pupils' Epipens and inhalers across the school and ensure that all medication kept on site is both stored in an orderly and labelled manner
- Maintain and circulate the most up to date First Aider list
- Log medical incidents on the school system
- Make recommendations for any appropriate remedial action to the H & S Committee
- Circulate the most recent allergy and medical information to all members of staff and to key information points around the school (eg medical rooms and school office)
- Display HCPs in medical rooms