

JOB DESCRIPTION

Job Title	Health Care Assistant
Band/Job Group	Band D
Hours/Week	
Special Conditions	Term time plus 5 inset days (pro rata)
School	The Meadows School
Responsible to	Assistant Head Teacher

Job Summary

Liaise closely with the Community Student's Nurses and the designated member of the school's senior leadership team, to ensure that students are fed and medication is received.

Additional duties and responsibilities

- students in the school who require enteral feeding are fed appropriately and safely.
- students in the school who require nasogastric and gastrostomy feeding are fed appropriately and safely.
- student's medication is administered appropriately and safely.
- Undertake training and competencies regarding the feeding and medication of students, directed by the Community Student's Nurses.
- In the absence of CCNS, before administration the HCAs will cross-reference a new supply of medication from family with the existing MARS.
- Monitor expiry dates / quantities of medication / stocks of feeding equipment.
- Ensure parents/cares are given sufficient notice to provide replacement medication / feeding equipment.
- To appropriately follow school procedures when raising safeguarding concerns.
- To appropriately follow school procedures in relation to manual handling.
- To work closely with class-based staff to ensure the health needs of students are co-ordinated within their educational provision
- Hand completed MARS sheets in the CCNs and collect / disseminate new MARS sheets
- Flexibility to response / accommodate to ad hoc changes, including the involvement of the Multi-Agency Team
- Plan the daily schedule for medication and feeds at the beginning of each academic year.
- During the academic year, when necessary, re-organise daily schedule to accommodate changes.
- Re-organise daily schedule when classes are using known allergens.
- Facilitate the maintenance of medical competencies held by class-base staff
- Help to ensure class-based staff are able to meet students' medical needs when delivering off-site visits.

- To ensure students well-being, HCAs will use their prior knowledge and observational skills to assess before administering medication / feeds.
- To keep medication cupboards clean and well-organised.
- Maintain students' dignity
- Develop positive personal relationships with students and adapt communication strategies to meet their individual needs.
- Work to a timed schedule but also respond appropriately to immediate health and safety concerns
- Support the induction of external HCAs when they join the school.
- Use initiative and re-organise daily schedule when a member of the HCA team is absence.
- Wherever possible whilst attending to a child's health needs to support the educational programme of the students.
- Wherever possible support class-based staff at the end of the school day with personal care, putting coats on, taking students out to transport.
- Encourage students' independence to assist in the administration of their own medication, where possible.
- To participate in the operation of the School's Personal Performance Development Scheme.
- It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

Note: The job description is not necessarily a comprehensive definition of the post.

The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the Learning & Healthcare Assistant.

Issued by:
(HR Manager)

Date of issue:

Received by:
(Healthcare Assistant)

Date received:

One copy of the job description should be retained by the Headteacher and one copy given to the post holder.

The Meadows School is committed to safeguarding and promoting the welfare of student and young people and expects all staff to share this commitment.