



DORSET COUNTY COUNCIL

**EDUCATION DIRECTORATE
JOB DESCRIPTION**

JOB NUMBER: XS106
DIRECTORATE: Education
JOB TITLE: First Aider/Practical Assistant
GRADE: Dorset Grade 4

REPORTS TO:

1. PURPOSE OF POST

- 1.1 Responsible for providing first aid and medical welfare support for pupils and staff.
- 1.2 Assisting in clerical duties when time permits.

2. MAIN DUTIES - FIRST AIDER

- 2.1 Caring and attending to unwell and injured children and treat as necessary.
- 2.2 Contact parents to advise or to arrange collection of pupils if needed.
- 2.3 Request an ambulance for emergencies if required.
- 2.4 Record all incidents/actions manually and input to database.
- 2.5 Identify patterns and trends of individual pupils and refer accordingly.
- 2.6 Provide medical reports and charts for staff awareness.
- 2.7 Complete accident and injury forms for Authority if required.
- 2.8 Update pupils personal file if necessary and inform staff accordingly.
- 2.9 Issue amendments to pupils personal records if necessary.
- 2.10 Supervise children's ad hoc medication in school after obtaining parental signature.
- 2.11 Supervise the routine daily medications and sugar level tests, take appropriate action and refer to parents if necessary.

- 2.12 Liaise with school nurse when necessary.
- 2.13 Organise in-house training for specific procedures.
- 2.14 Organise school medicals.
- 2.15 Organise school Community Dental checks.
- 2.16 Maintain Medicine and Asthma cupboards, monitoring expiry dates and usage.
- 2.17 Order and monitor first aid stock.
- 2.18 Check and maintain first aid boxes throughout school, including swimming pool and mini bus.
- 2.19 Provide emergency contact numbers, medical information and first aid equipment for off school activities.
- 2.20 Ensure a good standard of hygiene throughout medical room, including fridge and hand basin.

3. PRACTCAL ASSISTANT:

- 3.1 Reception and telephone duties.
- 3.2 Clerical tasks.
- 3.3 Reprographics.
- 3.4 Other practical and administrative tasks as required.