



## **Job Outline**

### **Medical Assistant**

**Responsible to:** Headteacher, Class Teacher, SENCO, Senior LSA

**Salary Grade:** Scale 3

**Contract:** Fixed Term

**Full time/Part time:** Part-time, 39 working weeks per year 28.75 hours per week

### **Job Purpose**

To provide support to an SEND student with diabetes, assisting with blood tests and administering of appropriate medication (including through injections) and to provide first aid and medical support for students and staff across the school. The post is offered on a fixed term basis whilst the student is on roll at the school.

### **Safeguarding Responsibilities**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### **Key Responsibilities**

- Responsible for day to day care of students and staff who are unwell/injured
- Administer appropriate medication in the case of conditions such as epilepsy and diabetes; including hypo-stop or intra muscular glucose if necessary
- Have oversight of all matters relating to sick or injured children
- Contacting parents/doctor/hospital/call ambulance depending on the seriousness of illness/accident
- Completion/filing of accident report forms
- Maintenance of student medical and home records
- Liaising with school staff
- Ongoing inset re. current medical procedures: training for above when necessary
- Maintain up to date First Aid at Work Certificate
- Daily record of children seen regarding reason for seeing students, time and medication given, if appropriate
- To assist all employees in the completion of accident forms where necessary
- Administer paracetamol when appropriate (having parental consent)
- To arrange qualified cover for planned periods of absence



### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**