

Job Profile

Job Title **Medical Needs Co - Ordinator**

Grade **Band D**

Key Responsibilities

The post will be to support the medication process in school such as feeds, medication, postural management, suction, personal care, and the administration records systems e.g. MARS charts.

- To be a First Aider.
- To hold the radio for medical assistance to support when incidents occur and see if staff need any assistance.
- To maintain stocks including toothbrushes and toothpaste from dental services.
- Improving compliance with tooth brushing by supporting 1:1 sessions for tooth brushing technique and menstruation management.
- Support or deliver body awareness sessions
- Circulates new care plans from the special school nursing team to class teams and updates class on new plans with new or updated plans. Ensure all paperwork is updated in the pupils files.
- Medication management e.g. stock management, appropriate systems for signing medication in and out, updating MARS lists in line with medication administration
- Monitors all PRN ensuring sufficient school stock held
- Act as buddy to remove need for 2 staff to be out to collect medication
- Writes out MAR sheets end of month for the following month.
- Files MARS and then shares with admin to save on child's file
- Contacts parents both by writing and verbally regarding medication held in school ensuring expiry dates are checked and monitored.
- Liaises parents to ensure all medication consents are in place and up to date in liaison with the special school nursing team
- Supports special school nursing team Growth review sessions if needed. (Hoisting, using rolla-meter for lengths, weighing wheelchair etc).
- Supports poolside and in the pool for Hydro sessions with High need children. Gathers evidence, photos, documents progress.
- Supports Personal Hygiene needs if needed.
- Supports Health Professional visits as needed with administration e.g. Consultant Clinics, Dietetic Clinics, OT, Physio, Immunisation team. Assisting with the children or parent escort or providing information.
- Trained in Gastrostomy and supports with new staff learning until ready for special school nursing team sign off.
- Delivers gastro training to school staff



Newfield

Inspire | Support | Achieve | Together

- Trained in individual children medical needs e.g. tracheostomy, diabetes, stoma etc. to support as and when required.
- Liaises Dietitian regarding feed plan changes needed etc.
- Records on system all contacts with parents regarding first aid situations, child unwell, medications, vaccination discussions etc via cpoms
- Line Managed by the Deputy/DSL

