Job Description – Health Care Coordinator

Responsible to: Deputy Head of Care & Deputy Head of Education

Functions of the post:
To ensure the consistent and adequate supply of prescribed medications for the young people at Pegasus School.
To support medication administrators with completing scheduled medication rounds.
To ensure that all healthcare documentation is correct and up to date.
Monitor and promote health and well-being within the school and residential home.

Duties and Responsibilities

Ordering Monthly Medications

- To ensure that sufficient stocks of prescribed and non-prescribed medications are available.
- To manage the EMAR system to ensure correct dosages, routines and young people information is correct and up to date.
- To monitor and manage any wastage and ensure the safe return of this to the pharmacy.

On Site Clinics and Healthcare

- Provide professional advice and support to colleagues (where applicable) to ensure the effective health care of young people in line with best practice.
- Promote an understanding of and develop health and wellbeing services within the school to maximise personal wellbeing and promote independence.
- To lead on the administration and coordination of appointments including mental health reviews, doctors' appointments, dentist visits, immunisations and Optical clinics.
- To maintain the school clinic environment and oversee the house clinic environments to a high standard.

Relationships

- Work in partnership with the care team to ensure health needs are documented in care plans and Individual Healthcare Plans.
- To develop and sustain professional relationships with all young people resident and enrolled in school, actively supporting young people to develop their understanding of their own health and wellbeing either directly or through working with key staff across the school and Children's Home.
- To liaise with and support a variety of internal and external colleagues and partners to promote an integrated approach to meeting our young people's complex requirements. These may include, but are not limited to: primary, secondary and tertiary health services, external education providers and therapeutic practitioners.
- Work in partnership with internal teams to provide child-centred health care, which is underpinned by a knowledge of their additional needs and communication requirements.
- Create working relationships with Parent/Guardians allowing effective communication and partnership working to occur in relation to health and therapeutic needs of children and young people at Pegasus School.

Health Appointments

- Obtain written feedback from staff supporting young people at external appointments. Update health records as directed by GP/other medical professionals and disseminate this information to appropriate teams. Follow up any actions required and forward information to relevant professionals.
- Liaise with General Practitioner Surgery and obtain advice or appointments as required.
- Ensure all updated diagnoses, medication and health care protocols are updated within the IHP and communicated to all relevant staff teams.
- Ensure the daily diary is kept up-to-date with appointments,
- Planning with teams in advance regarding risk assessments for attending appointments, booking vehicles and reminding staff in advance to ensure attendance.
- Taking YP to their appointments at times, with their staff.
- To ensure YP are prepared for their appointments through education beforehand and symbol strips/schedules on the day as appropriate.

Medication

- Maintain personal competence in the administration of medication and practice, through attending and completing training in line with Senad Group Medication Policy.
- Carry out the role of Medication Assessor and complete staff assessments as directed by Senad Medication Policy, communicating with on site training officer to ensure records are kept up to date.
- Administer medication day-to-day to residential young people in line with Senad Medication Policy, ensuring written consent has been obtained from parents prior to administration.
- Administer homely remedies as defined on the Homely Remedy list to all young people as required, informing Children's Home or Parents/Guardians of medication administered and rationale for this. For day pupils, checking with parents/guardians of prior doses before administration.
- Research and gather equipment that can aid young people in accessing medical appointments and procedures.
- Complete monthly medication audits of the children's homes to ensure compliance with Senad Medication Policy and statutory regulations.
- Maintain Personal competence in online learning related to medication administration.
- Maintain and liaise with the SLT regarding EMAR running and troubleshooting.

First Aid

- Maintain first aid qualification (three day) and attend refresher training
- Provide first aid to all staff and young people, acknowledging own limitations.
- To undertake stock checks and replenish first aid equipment, auditing first aid kits for the school, and liaise with the night team for the first aid kids on the home, as well as maintaining the defibrillator, emergency asthma kit and adrenaline auto-injectors.
- Inform SLT regarding any emergency hospital assessments regarding staff and young people, alongside the senior on duty.
- Maintain accurate records on Clearcare using accident forms and review documents.

Health and wellbeing

- Monitor and review lifestyles and activities of young people within residential care.
- Work in partnership with the care teams to set and achieve aspirational targets.

- Facilitate periodic initiatives to promote positive health and wellbeing for the young people at Pegasus.
- Support the teaching team with sourcing resources and expertise to teach health and wellbeing topics to the young people

Allergy Lead

- To undertake training for the Allergy Lead in line with Benedict's Law, and support the school through effective leadership of the area including:
  - Identify students with diagnosed allergies and maintain an up-to-date register.
  - Ensure Individual Healthcare Plans (IHPs) are developed, implemented and reviewed regularly.
  - Liaise with parents, healthcare professionals and school staff to ensure appropriate support is in place.
  - Monitor compliance with allergy-related policies and guidance.
  - Provide guidance and support to staff regarding allergy management and emergency procedures.

You, as an employee, are required by the Health and Safety at Work Act 1974 to:

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;

- Co-operate with the Company to ensure compliance with the law;

and under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

- Inform your employer of any situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.

- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

1. To participate in training to improve skills and knowledge relevant to the needs of the post.
2. To manage and support young people with challenging behaviour, this includes the appropriate use of physical intervention in line with School policy.
3. You will be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.