



**Job Description/Person Specification
Medication Support Assistant**

| Job Description | |
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| Job Title: | Medication Support Assistant |
| Pay Grade / Scale / Range: | NJC SCP 14-21 FTE: £17,681 – £20,541 per annum 35 hours per week – Full year See advert for actual salary |
| Benefits & Perks: | Local Government Pension, TOIL scheme, occupational sickness scheme, health scheme |
| Working hours: | 35 hours per week – full year 8.15am – 3.55pm (40 minutes for lunch) Ability to work the hours needed to meet all the demands of the job, which may include some evening and the occasional weekend working |
| Location: | Employees may be based within any site of the New Bridge Group |
| Special circumstances: | Some out-of-hours working required at busy times |
| Staff responsible to: | Director of Care |
| Staff responsible for: | None |
| Accountable to: | Chief Executive Officer |
| Probationary period: | 26 weeks |

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. For child protection purposes an enhanced disclosure will be required for this post.

Job Purpose

1. To ensure that all young people with a need for medication to be administered in school receive that medication and maintain their academic potential.

Key Tasks

1. To log all pupil prescribed medication in and out for the purposes of being administered to a pupil ensuring that it complies with the school's Administration of Prescribed Medication policy i.e. original packaging is intact, medication expiry date, correct dosage etc.
2. To be responsible for the correct storage of medication ensuring that no unauthorised person accesses medication.
3. To continually update individual pupils' health and medical needs record i.e. Health Care plans.
4. To administer the correct medication to the appropriate young person at the correct time and in an appropriate place.
5. To ensure pupils who attend visits and trips off-site have the correct medication, having followed the Group's Administration of Prescribed Medication policy for such visits i.e. record sheets are completed and medication is in original packaging.
6. To ensure medication protocols are strictly adhered to.
7. Alongside the Director of Care, to maintain continual quality control of medications.
8. To ensure that un-used and out of date medication is sent home in line with the Group's Administration of Prescribed Medication policy.
9. To check that pupil consent forms are fully completed and correct information is given prior to any administration of medication.
10. Establish rapport and respectful, trusting relationships with pupils, being aware of and responding appropriately to individual needs.
11. Be aware of pupils' personal needs/problems and feed back appropriately to the Director of Care.
12. To support the Director of Care in maintaining emergency response medication and Health Care plans.
13. To update individual pupils' health and medical needs records as required. I.e. Health Care plans.
14. To liaise with health professionals, parents/carers and escorts as appropriate and report information to the Director of Care.
15. To strictly adhere to the rules of confidentiality around issues associated with medication and personal information.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the New Bridge Group.
3. To implement and uphold the policies, procedures and codes of practice of the organisation.
4. To take a pro-active approach to health and safety, working with others in the organisation to minimise and mitigate potential hazards and risks, and actively contribute to security.
5. To participate and engage with workplace learning and development opportunities, subject to the organisation's training plan, working to continually improve own performance and that of any teams.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

Contacts:

1. Colleagues working within the organisation
2. Pupils, parents/relatives/carers
3. Peripatetic services and other education or health care professionals
4. Governors

Special Conditions, Equipment, Tools etc.

Enhanced DBS Disclosure is required

Cross site travel may be required

**APPLICANTS: PLEASE ENSURE YOU SET OUT YOUR EVIDENCE
AGAINST THE CRITERIA IN BOLD BELOW**

| Person Specification | | | |
|---|--|---|--|
| Job Title: | Medication Support Assistant | | |
| | Selection Criteria Essential | Selection Criteria Desirable | How Assessed |
| <i>Abbreviations: AF = Application Form; I = Interview.</i> | | | |
| Education & Qualifications | <p>Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework</p> <p>Full First Aid certificate</p> <p>A Health and Social Care qualification at Level 2 or above or equivalent</p> | <p>Paediatric First Aid certificate</p> | <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> |
| Experience | <p>Experience of working with young people with SEND of a relevant age to those in the New Bridge Group</p> <p>Experience of administering a range of daily medication</p> <p>Experience of administering a range of emergency response medication</p> <p>Experience of dealing with parents and a range of health professionals</p> <p>Experience of keeping accurate inventories of medication</p> <p>Experience of working in a time pressured environment</p> | | <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>I</p> |

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|-------------------------------|--|--|--------|
| Skills & Abilities | ICT skills to operate a computer and other basic technology such as photocopiers etc. | | I |
| | Able to accurately record important medication information which is open to scrutiny | | I |
| | Interpersonal skills to relate well to pupils, staff, a range of health professionals and parents | | I |
| | Communication skills to exchange information with a range of audiences including health professionals, parents/carers and teachers | | I |
| | Teamwork skills to work collaboratively with colleagues | | I |
| | Able to work independently and on own initiative | | I |
| Knowledge | An understanding of the protocols of managing medication | | AF / I |
| | An understanding of how safeguarding and confidentiality are important when working with children and young people | | I |
| Work Circumstances | To work flexibly as the workload and needs of the pupils demand | | I |
| | To travel and work at other locations as may be required | | I |
| | Occasional out of hours working to support group functions | | I |

NB - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.