

# Job Description and Person Specification



Job title	Medication Administrator
Responsible to	Headteacher
Hours	32.5 per week, term time only plus 5 INSET days
Type of Contract	Permanent
Grade/salary	NJC Band G, Point 20 – 25 currently £32,597 - £36,363 (25/26) pro-rata
Base	Rowan Park School

## Main duties and responsibilities

1. Role summary
To promote and maintain the health and well-being of children and young people at Rowan Park School (this includes The Rowan tree and Rowan High School)
To take delegated responsibility for assessing care needs and implementing programmes of care for children and young people. This will include:
<ul style="list-style-type: none"><li>• Coordinating care planning between health professionals and families.</li><li>• Following and maintaining individual healthcare plans.</li><li>• Administering daily medication, including controlled drugs</li><li>• Providing first aid</li><li>• Contributing to the writing and implementation of policy and standard operating procedures.</li><li>• Ensuring safe and effective medication practices are in place and adhered to.</li></ul>
2. Clinical role and responsibilities
<ul style="list-style-type: none"><li>2.1. Attend mandatory, core, and practice-enhancing training.</li><li>2.2. Provide advice, support and care for pupils with complex medical needs, including but not limited to, tracheostomy, gastrostomy, jejunostomy, central lines, and shunts.</li><li>2.3. Provide support for staff administering feeds via gastrostomy or jejunostomy ports.</li><li>2.4. Undertake assessments to compile individual health care plans (IHCPs) for pupils with medical needs, including, but not limited to, asthma, epilepsy, allergies, dietary variances, daily medications, and physical disabilities.</li><li>2.5. Identify, report, and manage risks.</li><li>2.6. Maintain appropriate records for the storage, transportation, administration, and disposal of medications.</li><li>2.7. Transcribe medications onto Medication Administration Record (MAR) charts, with supporting evidence checked for accuracy.</li><li>2.8. Maintain appropriate records for daily checks on equipment such as refrigerators/cold stores, defibrillators, room temperature, and stocks of consumables and first aid equipment.</li><li>2.9. Maintain stocks of first aid boxes situated around the schools.</li><li>2.10. Administer medications in line with school policy and procedure.</li></ul>

- 2.11. Use additional equipment required for individuals when administering medications, such as gastrostomy sets, enteral syringes, pumps, etc.
- 2.12. Adhere to infection control policies.
- 2.13. Maintain a safe environment to ensure the safety of staff and pupils when managing and administering medications.
- 2.14. Respond to emergency situations related to a pupil's health and well-being.
- 2.15. Maintain a stock of over-the-counter medicines for administration as and when required, such as paracetamol.

### **3. Administration and Communication**

- 3.1. Communicate with parents and carers in the co-production of healthcare plans.
- 3.2. Liaise with parents regarding any pupil sickness or injury or changes in medications.
- 3.3. Organise the administration of medication brought into school, including checking expiry dates, reminding about stock shortages, and managing the return/disposal of stock.
- 3.4. Assist with the general welfare of pupils.
- 3.5. Organise, monitor, and replace school asthma packs as needed, and dispose of out-of-date inhalers.
- 3.6. Provide updated information for class teachers regarding medical needs in their class, ensuring off-site trips proceed safely.
- 3.7. Share care plans with class teams.
- 3.8. Liaise with external agencies regarding medical and health needs in school and arrange any relevant training required, clinics and follow up meetings.
- 3.9. Communicate sensitive information regarding low-level concerns or safeguarding concerns to the Designated Safeguarding Lead (DSL).
- 3.10. Produce and share reports for pupils and other professionals as required e.g. height and weight, blood pressure checks when requested.
- 3.11. Obtain and update written consent for the administration of medication for all pupils.
- 3.12. Record every visit or medication administered for each individual pupil.
- 3.13. Ensure the Designated Safeguarding Lead or Senior Leadership Team member is informed of any serious or non-accidental incident attended.
- 3.14. Report any medication administration errors or near misses immediately and seek appropriate medical support.
- 3.15. Liaise with the PHE school nurse regularly
- 3.16. Risk assess and provide a safety plan for any individuals as required to ensure their safety in school.

### **4. General Support for Pupils**

- 4.1. Always take a person-centred approach when administering medications or interventions.
- 4.2. Establish good working relationships with pupils, acting as a role model.
- 4.3. Be aware of and respond appropriately to individual pupil needs, ensuring effective interaction.
- 4.4. Promote inclusion and acceptance of all pupils.
- 4.5. Promote self-esteem and independence.
- 4.6. Provide additional support for individual pupils, enabling them to maintain access to learning; this will include personal care, pastoral support, and using specialist equipment to support pupil mobility.
- 4.7. Pastoral Care: Follow individual personal care plans, which includes toileting, dressing/undressing, washing, teeth cleaning, and any other individual pupil/student needs.
- 4.8. Pastoral Support: Support individual behaviour plans, social, emotional, and well-being programmes, and any other pupil/student needs, including supporting pupils with challenging behaviour.
- 4.9. Specialist Equipment: Use specialist equipment to support pupil mobility/therapy, such as standing frames, side-lyers, walkers, hoists, and any other individual pupil/student needs.
- 4.10. Assisted Feeding: Provide support for students/pupils in their eating and drinking plans using specialist equipment such as PEG feeding, pump feeding, and any other specialist equipment needed to support individual students/pupils

<b>5. Support for the School</b>
<p>5.1. Be aware of and comply with school policies and procedures relating to child protection, health, safety, security, confidentiality, and data protection. Report all concerns to the appropriate person (as named in the policy concerned).</p> <p>5.2. Be aware of and support differences, ensuring all pupils have equal access to opportunities to learn and develop.</p> <p>5.3. Contribute to the school ethos, aims, and development/improvement plan.</p> <p>5.4. Appreciate and support the role of other professionals.</p> <p>5.5. Attend relevant meetings as required.</p>
<b>6. Information and compliance</b>
Ensure all information held is kept up to date and in accordance with GDPR policy requirements.
<b>7. Accountability</b>
<p>7.1. The post holder will be responsible for managing their own workload.</p> <p>7.2. To work co-operatively with others towards shared goals.</p> <p>7.3. To promote and ensure the health and safety of students, staff, and visitors always.</p>
<b>8. Professional development</b>
<p>8.1. Undertake appropriate and regular training and development to maintain knowledge and improve practice.</p> <p>8.2. Attend briefings and participate in professional development opportunities.</p> <p>8.3. Participate in regular performance management.</p>
<b>9. Safeguarding</b>
<p>To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.</p> <p>In common with all staff and pupils of the Trust, the post holder should be aware of the Trust's policies and implement them as appropriate.</p> <p>Mersey View Learning Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at our schools to share this commitment.</p> <p>The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).</p> <p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website which can be accessed here:</p> <p><a href="https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974">https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974</a></p>
<b>10. Health and Safety</b>
The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.
<b>11. Confidentiality and Data Protection</b>

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

## **12. Equality and Diversity**

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

## **13. Training and Development**

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

## **14. Mobility**

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions

### **The post holder is also required to**

- To promote equality, diversity and inclusion and demonstrate this within the role.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

### **Endorsement**

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

### **Declaration**

I accept this job description.

Print Name:	
Signature:	
Date:	

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE grade C/OLEVEL/L2 qualification in Maths and English. Level 4 qualification in a subject related to health and/or social care.</li> <li>Evidence of continued professional development in supporting children and young people with EHCPs and/or individual health care plans.</li> <li>Up-to-date certification in First Aid and Basic Life Support or willingness to renew.</li> <li>Training in administering medication and managing complex medical needs (e.g. tracheostomy, gastrostomy, epilepsy).</li> </ul>	<ul style="list-style-type: none"> <li>Registered Nurse (Child, Learning Disability, or General)</li> <li>Training in managing complex medical needs (e.g. tracheostomy, gastrostomy, epilepsy).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>2 years experience working with children and young people with health needs.</li> <li>2 years experience working with children and young people with special educational needs.</li> <li>Experience in following individual healthcare plans (IHCPs).</li> <li>Experience in administering medication and maintaining accurate records.</li> <li>Experience in liaising and communicating effectively with parents/carers and a range of external health and social care professionals (e.g., GPs, PHE school nurse, consultants, social workers).</li> <li>Experience of delivering training to other staff</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working as a healthcare professional within a school, particularly a special educational needs (SEN) or complex needs setting.</li> <li>Experience in transcribing medications onto Medication Administration Record (MAR) charts and maintaining accurate documentation.</li> <li>Experience contributing to the writing and implementation of</li> </ul>

		policy or standard operating procedures.
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people.</li> <li>• Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> <li>• Knowledge of infection control and health &amp; safety regulations.</li> <li>• Ability to assess care needs and implement appropriate care plans.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• High level of accuracy and attention to detail in recordkeeping and data management (including obtaining written consent).</li> <li>• Ability to manage sensitive information with confidentiality and professionalism.</li> <li>• Excellent organisational skills to manage stock control (medications, consumables, first aid equipment) and maintain accurate records (e.g., equipment checks, MAR charts, pupil visits).</li> </ul>	<ul style="list-style-type: none"> <li>• Training in special educational needs strategies</li> <li>• Competence in using specialist medical equipment (e.g. feeding pumps, hoists, gastrostomy and jejunostomy ports)</li> <li>• Ability to confidently respond to and manage medical emergencies (e.g., seizures, anaphylaxis, choking) and provide immediate first aid.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Empathetic and child-centred approach to care.</li> <li>• Calm, resilient, and able to work under pressure. Flexible and adaptable to changing needs and environments.</li> <li>• Committed to promoting inclusion and equality.</li> <li>• Professional and approachable manner.</li> <li>• Ability to work autonomously and manage time effectively under pressure while dealing with competing priorities and emergencies.</li> <li>• Commitment to professional development and adhering strictly to all school policies (supporting pupils with medical conditions, health and safety, confidentiality, data protection, safeguarding and child protection).</li> </ul>	
<b>Pupil Support and Pastoral Care</b>	<ul style="list-style-type: none"> <li>• Person-centred approach to care, promoting the dignity, inclusion, and independence of all pupils.</li> <li>• Ability to provide personal care (toileting, dressing, feeding) and support with challenging behaviour in line with individual plans.</li> </ul>	
<b>Professional Values and Practice</b>	<p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> </ul>	

	<ul style="list-style-type: none"> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li> <li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> <li>• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li> <li>• To comply with school routines and protocols as written and intended.</li> <li>• To communicate effectively and willingly with all School stakeholders.</li> <li>• To demonstrate awareness of the need to promote and protect the school's profile and reputation Commitment to continuous professional development.</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Genuine passion for and a belief in the potential of every student, whatever their background or personal characteristics, and a clear understanding that all roles in the Trust and our schools, including support roles, are focused on student achievement.</li> <li>• A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and a clear understanding of how and when to take appropriate action</li> <li>• High levels of honesty and integrity, with a commitment to equality, diversity and inclusion.</li> </ul>	

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of references and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.

