

Principal First Aider

The Principal First Aider is responsible for administering first aid to both students and staff within the school and to organise vaccination programmes including liaising with school health officials. The first aider would also administer any medicines and record any action taken.

Key Roles

- Assessing and caring for students and staff who become unwell or who are injured.
- Informing Head teacher of any medical issues relating to students or staff.
- Reporting to year leaders with concerns of students (eg excessive visits to medical room, bullying).
- Ensuring student's medical information is updated.
- Organising vaccination programme.
- Liaising with and supporting school nurse.
- Storing medication, administering medication and recording any action taken. Ensuring that all medication and authorisation forms are up to date.
- Ordering first aid supplies.
- Replenishing first aid boxes around school.
- Issuing toilet key to students during lessons.
- Ensuring medical room is prepared daily to receive students.

Mrs N Kikidis
23rd March 2011