**Supporting pupils with medical conditions in schools**

**Guidance for schools on possible wording for job descriptions**

Please refer to the Ealing Council ‘[Supporting Pupils with Medical Conditions in Schools’ policy](https://www.egfl.org.uk/facilities/health-and-safety/managing-medical-conditions-schools) sections 9-11 regarding levels below.

**Level 1:**

**“All staff are aware of the medical conditions policy (and) emergency procedures”**

This does not need to be included in a job description (JD) as it is implicit for any member of staff working in a school that they will follow school policies – should be covered in staff induction and on-going training and supervision.

**Level 2:**

**“The school has a sufficient number of trained first aiders.”**

Trained first aiders who are expected to regularly fulfil this role at school should have this responsibility included in their job descriptions. This level may also include staff who administer drugs or medicines as per the individual healthcare plan (but are not medical co-ordinators). Example:

*“To be a trained first aider or paediatric first aider and carry out first aid medical services for common injuries or illnesses. To administer drugs or medicines or non-complex procedures pre-prescribed by a medical practitioner and in line with individual healthcare plans. When necessary ensure that an ambulance or other professional medical help is called.”*

**Level 3**:

“The school has named members of staff who are medical conditions co-ordinators/ leaders. They will take a lead role in the implementation of the *Supporting Pupils with Medical Conditions* policy.” This responsibility should be included in their job descriptions for example:

*“To fulfil the role of medical conditions co-ordinators / leaders by successfully ensuring the implementation of the school’s Supporting Pupils with Medical Conditions policy. To be a trained first aider or paediatric first aider to carry out emergency and first aid medical services and to administer drugs or medicines or procedures pre-prescribed by a medical practitioner and in line with individual healthcare plans. When necessary ensure that an ambulance or other professional medical help is called.”*