

ROLE DESCRIPTIONS

TITLE: Healthcare co-ordinator

PURPOSE: To oversee and protect the health and wellbeing of both, members and leaders on the Venture. To manage the first aid team on site, administrate the first aid paperwork and manage the first aid room. Co-ordinate with the overall leader and the safeguarding lead regarding the dissemination of pertinent medical information about members other leaders. To ensure the cooks team/kitchen staff are aware of any allergies or other dietary requirements.

MAIN RESPONSIBILITIES

- Working with the overall leader to ensure that the first aid team are introduced to all members and leaders at start of the Venture and that all members know they can bring any health concerns to the team at any time.
- Checking that any local phone numbers for GP surgeries, hospital minor injury clinics etc are up to date and that directions to these are available if needed.
- Advise members and leaders of good hygiene and safe practices to safeguard the health and safety of all. This would include reminders about;
- Handwashing before meals and after outdoor activities
- Taking water and asthma inhalers to sports activities (and off-site activities) and drinking plenty of water generally
- Wearing sun protection such as sun cream and hats
- Wearing appropriate footwear for activities
- Working with the overall leaders and the safeguarding lead to make sure key leaders are aware of any health issues of members and action that may need to be taken, including advising the cooks team/kitchen staff of any allergies, and inform the safety officer of any pre-existing injuries that may prohibit members or leaders from certain activities on the holiday.
- Being present during members arrival to check the health up-date forms and collect any medication for safe storage.
- Checking and maintaining the first aid provisions, including the main first aid kit, travelling kits and members medications box. This includes making sure seasonal items such as sun cream are stocked and in date.
- Making sure first aiders and first aid kits are at key activities.
- Act as part of the first aid team, administering members medications at mealtimes.
- Ensure all paperwork is kept up-to-date and is signed at the end of the Venture, assist other first aiders in completing incident forms if needed.
- Work with the overall leader and safeguarding lead in the event of a member or leader requiring an off-site medical attention to ensure they are accompanied in line with safeguarding guidelines. Liaising with 31:8 and CPAS Ventures as appropriate to inform them of an off-site visit. Inform members emergency contact (or ensure the member does this) and keep them up to date as required.
- In the event of a member or leader becoming ill with an infectious illness, making sure the necessary isolation procedures are followed and arranging for safe transport home for the affected individual in order to safeguard the health of the rest of the Venture.
- The healthcare co-ordinator should hold an up to date first aid qualification

KEY DOCUMENTS:

Documents available at haslemereventures.co.uk/healthcare

- healthcare co-ordinators handbook