

JOB DESCRIPTION

Title of Post:	School Medical Officer
Grade/Hours	BN3M 30hours x 39 weeks
Responsible to:	Headteachers PA
Responsible for:	N/A
Liaison with:	All staff & students External agencies
Job Purpose:	To provide effective medical assistance to staff and students as required

DUTIES

MEDICAL

- Maintain up to date First Aid at Work Certificate.
- Responsible for day to day care of students and staff who are unwell/injured.
- Daily record on log and in student's record in SIMS.net of time and number of Paracetamol (if given).
- Contacting Parents/ hospital, call ambulance depending on the seriousness of illness/accident.
- To complete and submit accurate accident forms for all appropriate incidents involving students, liaising with teacher witness/Head of Department as appropriate.
- To assist all employees in the completion of accident forms where necessary.
- To ensure the secure storage of medication for self-administration.
- Oversee self/administration of appropriate drugs.
- Administer Hypo-stop or oversee self-administration of adrenalin pen.
- Assisting outside agencies with the care of students as required.
- Ordering First Aid supplies.
- Checking and restocking First Aid boxes regularly.
- Holding, issuing and return of First Aid Kits, sick bags etc for trips/outings and sports events.
- Regularly maintain and update information of medical condition of students. Ensure information is circulated to relevant staff.
- Organise First Aid training for colleagues.
- To arrange qualified cover for planned periods of absence.
- To be responsible for the collation of information and statistics regarding students visiting the Medical Room.
- To be responsible for updating and managing, on a regular basis, the support staff in their First Aid training.
- Budget holder for Medical.
- To assist the PA to Headteacher in completing required risk assessments.

GENERAL

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

(Jan 2022)



PERSON SPECIFICATION

First Aid Officer

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of general clerical work Experience of a general medical role Current qualification in First Aid Educated to NVQ Level 2 or equivalent Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Good understanding of health and safety policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use word processor
Communication	Written	Ability to complete forms and other documentation relating to the role
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions

General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role