

Job Description

Health & Medical Officer

Band: Local Government Pay Scale 6, Points 13-17

Responsible to: PA to Head of School

Purpose of job: To be responsible for the day to day running of the school Medical Room.

Main Duties and Responsibilities:

- To take charge of the safekeeping and administration of student medication with parental consent.
- Administer First Aid to students and staff as needed.
- To have oversight of all matters relating to sick or injured children.
- To liaise with parents and medical personnel as required.
- To create Care Plans, with parents and HCPs, for all students with specific medical needs.
- To advise and train school staff in specific procedures which they may be expected to carry out in the absence of a trained first aider.
- To promote health education in partnership with the teaching/support staff.
- To ensure complete and accurate student medical and home records are maintained on the school's MI systems.
- To update Class Charts with administration of first aid information as necessary.
- Completion/filing of accident report forms.
- The administration of record keeping, accident book and health & safety issues.
- To ensure confidentiality of all medical information.
- To ensure the highest possible standards of medical room procedures are maintained.
- To ensure there are policies and procedures specific to the functioning of the Medical Room and in line with the school's Supporting Students with Medical Conditions Policy, First Aid Policy and Health & Safety Policy.
- To work within Child Protection Procedures and to liaise with nominated Child Protection Officer. To be aware of Essex Child Protection procedures.
- Liaising with specialist nurses, doctors, Central Clinic, where appropriate, concerning individual students medical support.
- Ensure contents of first aid boxes comply with ECC requirements and maintain first aid supplies throughout the school.
- Ordering and maintenance of supplies for the Medical Room.
- Coordinate student immunisations, provide venue and organise timetable and collection of forms.
- Accompany students on external training days.
- Deliver CPR training as part of curriculum to students within lessons such as PHSE and Health & Social Care.



- Completion of Risk Assessments for staff and students, including pregnancy, use of wheelchair and/or crutches and chronic health conditions.
- Complete trips and visits care plans and organise first aid provision for trips, visits and overnight stays.
- Provide sexual health advice for students referred by the Pastoral Team.
- Undertake any training commensurate with the post.

Safeguarding Responsibilities:

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

General

- To be aware of all working practices - policies, accountability, child protection, health & safety, notification of communicable diseases.
- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- To support the learning culture and ethos of the school.

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.

The above duties are neither exclusive nor exhaustive and the post holder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.

Working Pattern for this post:

40 weeks per year

8.00am - 4.00pm Monday - Thursday

8.00am - 3.30pm Friday