



## Job Description School Medical Officer

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| <b>POST TITLE</b>         | School Medical Officer  |
| <b>SALARY</b>             | Salary scale 4, points 7-9 - depending on experience.<br><br>FTE £25,584 - 26,409<br>Pro rata £20,128 - £20,777   |
| <b>HOURS OF WORK</b>      | 8.30am – 3.30pm Monday to Friday<br>(32.5hrs/wk)<br><br>Term time only plus training days and 1 week during the Summer holiday.   |
| <b>PURPOSE OF THE JOB</b> | Lead the provision and promotion of health services in school to ensure the health and wellbeing of students and staff. Provide medical care, the administration of medical records and managing emergency situations, particularly those involving First Aid intervention. |
| <b>RESPONSIBLE TO</b>     | Office Manager  |
| <b>TRAINING</b>           | Sir Thomas Fremantle School recognises and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary.   |

## **DUTIES & RESPONSIBILITIES**

### **Main Duties:**

- To provide daily care to pupils and manage and lead the medical room.
- Ensure the effective management of school health and medical records by:
  - Ensuring the school's management information system is accurate and up to date.
  - Ensuring all relevant information is obtained for new students, with healthcare plans in place if required, prior to their start date.
  - Ensuring appropriate stocks of medication and medical supplies are maintained and stored safely; ensuring that they are in date, and all dispensed medicines are recorded appropriately.
  - Ensuring health promotion materials are displayed in an appropriate and timely fashion.
  - Ensuring a clean and safe environment is maintained at all times.
- To administer over-the-counter medication and any specified prescribed treatments, in accordance with school protocols and procedures and with parental consent and instruction.
- To manage and support with medical emergencies on school premises.
- To administer appropriate First Aid to pupils and staff.
- To fully understand the 'duty of care' to pupils and know what to do in an emergency.
- If deemed necessary, to arrange for unwell pupils to go home, liaising with parents and carers to ensure prompt collection.
- To communicate pupil physical and mental health issues with parents/guardians.
- To ensure meticulous attention to detail in the maintenance of pupil records.
- To ensure the ongoing management and welfare of pupils with chronic illness, ensuring healthcare plans are developed and written for pupils requiring them, shared with relevant staff and regularly reviewed/updated.
- To work in partnership with staff, pupils and parents in identifying physical and mental health issues, ensuring referral to other agencies where appropriate.
- To maintain health records, ensuring confidentiality, safe and appropriate legal storage in line with data protection requirements.
- To complete the relevant first aid administration process for staff and pupils, including provision and coordination of first aid kits and relevant medication for school trips.
- To provide advice to staff taking pupils off-site, develop risk assessments and complete additional paperwork as necessary.
- To lead the organisation and management of immunisation sessions in school, liaising with

Child Health and NHS School Nurses when necessary.

- To support Heads of Year and teaching staff regarding the care of pupils, providing teaching staff with general training about the initial care of pupils with medical needs.
- To liaise with parents, staff and external agencies in matters relating to the pupils' health and well-being.
- To ensure the creation of an environment that is safe to all; to report and monitor accidents as required.
- To report to the Health and Safety lead termly, reporting on any accidents and health issues within the school and report to RIDDOR when necessary.
- To ensure your own continued professional development is maintained and built upon, by attending relevant training courses, seminars and conferences relating to health matters.
- Respond to any child protection issues promptly ensuring that the School Safeguarding and Child Protection policy is followed.
- Meet with the Designated Safeguarding Lead to communicate safeguarding concerns.
- Liaise with other agencies as necessary, attending meetings as required.

#### **General**

- To identify personal training needs and attend appropriate courses
- To respect the confidentiality of sensitive information shared by staff, parents and pupils
- To be responsible for the safety of yourself, colleagues, pupils and visitors, ensuring that safe practices are followed, training attended, and anything deemed unsafe is immediately reported to the Business Manager
- To support the student behaviour policy among the pupils and safeguard their health, safety and welfare in accordance with school policy, on the school premises
- To become familiar with, and follow, all school policies and procedures
- To ensure awareness of what is happening in and around the school
- To undertake any other duties that might be reasonably requested by your line manager, the Headteacher or any other member of SLT

#### **Safeguarding:**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.