

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Medical Officer</b>
<b>Grade:</b>	<b>Bucks Pay Range 2 – pro rata to 35 hrs per week &amp; 40 working weeks per year.</b>
<b>Reports to:</b>	<b>SLT</b>
<b>Location:</b>	<b>Individual role at High Wycombe and Aylesbury</b>
<b>Responsible for:</b>	<b>Providing medical assistance and administration of medicines with the school.</b>

### **Purpose of the Job**

- To provide first-line medical assistance to students and staff.
- To be responsible for the delivery of assessment and treatment of minor illness and injuries.
- To be responsible for the storage and administration of medicines.
- To deliver care within the boundaries of the role, focusing on student well-being and health education.

### **Main Responsibilities**

- To prioritise health problems and intervene appropriately in complex, urgent or emergency situations, including the initiation of effective emergency care.
- To provide accurate, contemporaneous and complete records of student consultation and drug administration consistent with legislation, policies and procedures.
- To input and update student medical information on SIMS ensuring that it is up to date.
- To ensure that all medical information is accurate and recorded in SIMS and other recording programmes.
- To identify, support in the writing of, implement and evaluate individual healthcare plans for students with medical conditions.
- To monitor and evaluate care interventions.
- To see individual students on a referral basis to deliver health education specific to that student's needs.
- To help to identify, create and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc).
- To control storage and administration of medication.
- To administer an Epi Pen injection when appropriate. This is to be in accordance with medical procedures and up to the level of the training received.
- To administer medicines. This is to be in accordance with medical procedures and up to the level of the training received.
- To ensure that all medical information is accurate and recorded in SIMS and other filing systems.

- To ensure the school has appropriate in date first aid equipment around school and that these boxes are stocked appropriately. To ensure that the medical room and its contents are in date, secure, safe and tidy.
- To contribute to the process of the ordering and allocation of equipment and materials in relation to medical requirements
- To maintain and supply in date first aid boxes for school events, e.g. Visits, Sport Days.
- To ensure that medical equipment is serviced annually (ie, hoists, wheelchairs, evac chairs etc)
- To monitor work area and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies and guidelines.
- To ensure infection control measures are adhered to in line with local and national guidelines.
- To undertake mandatory and statutory training.
- To deliver all medical information and medical procedures to new staff members via the induction programme.
- To deliver opportunistic health promotion as appropriate.
- To share appropriate information on students during transition from Key stages.
- To undertake home and primary school visits where appropriate.
- To co-ordinate all government led immunisation programmes
- To help to identify, create and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc)
- To have an advisory/ supportive role for first-aiders in school including promoting the role of first-aider, ensuring there is a rota in place for first-aiders to provide cover for the School First Aider in the event of an emergency across the school, ensuring first-aiders are kept up to date with new equipment and current legislation and arranging training for first-aiders.
- To organise and deliver appropriate medical staff training e.g. Anaphylaxis.
- To ensure teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.
- To co-ordinate and deliver good practice, continuous training and communication of the use of the Automated External Defibrillator.
- To train and supervise all staff dealing with students with severe and complex medical conditions/needs.
- To assist the whole school in raising the profile of the importance of health and welfare.
- To deliver all medical information and medical procedures to new staff members via the induction programme.
- To contribute in the decision-making process in child protection conferences (where the student has a relevant medical condition).

- To assist the whole school in raising the profile of the importance of health and welfare.
- To liaise with the pastoral team to identify areas of concern and referring vulnerable students to the appropriate agencies.
- To attend regular meetings with the Pastoral, SEN and Safeguarding teams as required.
- To promote positive self-esteem amongst students.
- To encourage positive attitudes and good behaviour amongst students.
- To develop social and emotional skills amongst students.

### **Other Responsibilities**

- To promote the School's vision, values and aims.
- To be aware of and comply with the codes of conduct, regulations, policies, procedures.
- To work as part of a team.
- To be generally responsible for safeguarding and promoting the welfare of students.
- To be responsible for own and team health and safety including well-being.
- To actively participate in the School's appraisal system.
- To do Continued Professional Learning as agreed with the Line Manager.

This job description identifies the responsibilities attached to this post.

This job description is subject to amendment from time to time within the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

### **Person Specification**

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
'A' Level education and/or at least 3 years work experience at this level	X		<b>Application</b>
GCSE English (min 'C' grade) or equiv	X		<b>Application</b>
GCSE Maths (min 'C' grade) or equiv	X		<b>Application</b>
GCSE's (min 'C' grades) or equiv, in other subjects	X		<b>Application</b>
Ability to use ICT systems	X		<b>Application Interview</b>
Maintaining confidentiality and adhering to privacy regulations	X		<b>Interview</b>
Knowledge of using MIS systems		X	<b>Application Interview</b>
Understanding and respecting diverse cultures, backgrounds, and family dynamics	X		<b>Interview</b>
Strong data analysis skills		X	<b>Interview Reference</b>

Familiarity with attendance policies, regulations, and legal requirements		X	<b>Interview Reference</b>
Familiarity with community resources and support services. Proficiency in using relevant technology tools		X	<b>Interview Reference</b>
Experience of working in a busy varied environment	X		<b>Application Interview</b>
Experience in working in a role providing first aid or caring responsibilities	X		<b>Application Interview</b>
Up to date first aid qualification (training will be provided if required)		X	<b>Application Interview</b>
Experience of dealing with medical conditions such as Asthma, allergies and diabetes etc		X	<b>Interview</b>