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## Role profile for Health and Medical Care Officer

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**Accountable to:** Assistant Headteacher (Pastoral team)

**Grade:** NJC grade 6 - SCH 424

### Other key relationships

The Health and Medical Care Officer will work & collaborate with the pastoral year team members, in particular the assistant heads of year as well as the business manager and trips administrator.

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### Job Summary

The primary purpose of this role will be to support students with first aid, sickness or medical conditions to ensure they are able to return and attend their lessons at the earliest opportunity. The post holder will be the first point of contact for front-line first aid and assessing students who present as being sick or unwell. The post holder will be responsible for supporting students with medical conditions and the management of medicines in line with policy.

### Key Tasks

#### First Aid

- Respond to emergency first aid needs on site and manage each incident appropriately in line with FAAW training. Communicate and follow up more serious incidents with parents.
- Coordinate the emergency response for any first aid incidents requiring ongoing medical assessment & treatment.
- Ensure accident reporting requirements are expeditiously followed up in relation to any first aid administered.
- Ensure first aid supplies and kits are regularly audited and kept in date. Order new supplies as and when needed.
- Liaise with the trips administrator and ensure sufficient first aid kits are available and made ready for any off site activity.
- Liaise with the trips administrator to ensure all staff first aid qualifications are kept up to date.

#### Sickness assessment

- Be the first point of contact for students presenting as being unwell or sick during a school day.
- Assess students and decide if they can continue in lessons, require pain relief/first aid or if they need to be collected from school.
- Make contact with parents/or other contacts to arrange for students to be taken home if required.



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- Ensure parents are kept up-to-date with any medical concerns arising and advise about seeking further medical advice from GPs or other NHS services.

### **Managing medicines**

- Ensure all student emergency medication is kept accessible and regularly checked to ensure it is in-date. Ensure replacements are obtained for any that have been used in an emergency.
- Issue non-prescription medicines to students in line with policy and only if consent has been provided. Liaise with parents if there are any concerns around frequency of need.
- Ensure records of any medicines issued are kept up-to-date and archived appropriately.
- Ensure any non-prescription medication is kept secure and locked away.
- Ensure there are adequate supplies of paracetamol, Ibuprofen and antihistamine.
- Ensure any prescription controlled drugs are kept and administered only in line with the strict protocols outlined in the managing medicines policy.
- Take responsibility for the medical room and ensure this is kept clean and tidy.

### **Supporting pupils with medical needs**

- Administer, update and review annually all Individual Health Care Plans (IHCPs) and any similar records for students with specific medical needs in conjunction with parents and any other relevant healthcare professionals.
- Ensure records are up to date and accessible on student Bromcom records for staff access.
- Ensure all staff are made aware of any specific groups of students with medical needs (e.g. diabetes, asthma, etc.) Coordinate any specific staff training if needed.
- Support students with significant health needs (diabetes, epilepsy, anaphylaxis, asthma) to ensure they have access to lessons and support when needed.
- Liaise with a range of health agencies with a view to seeking advice and support on behalf of students with specific health issues.
- Ensure sufficient in-date inhalers and auto-injectors for emergency use are kept in an accessible location at all times.

### **Administration and safeguarding**

- Coordinate school vaccination sessions run by the NHS in school.
- Produce reports for use by trip leaders for any off site activities noting student medical conditions and any support needed.
- Ensure all records are kept up-to-date, accurate and secure. Ensure GDPR principles are maintained at all times.
- Contribute to planning and development of systems, policies, and procedures relating to first aid, managing medicines and supporting students with medical needs.



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- Liaise and advise pastoral teams about student confidential medical matters that may impact behaviour and achievement.
- Act as a listening ear for all students and report any concerns to the safeguarding or pastoral teams.
- Observe all Oathall Community College practices relating to safeguarding and child protection, security, fire and emergency and Health and Safety.

### Other Duties

- Carry out the duties and responsibilities of the post in compliance with the School's Equal Opportunities Policy.
- Participate in training as appropriate to the role.
- Attend relevant meetings as required.
- Undertake any other duties as may reasonably be directed by your line manager.

### What else can you expect?

You will be working with a range of different young people and their families so you will need to feel confident about managing their needs and behaviours, even when they might be challenging. One of the main purposes of this job will be to provide front line first aid, as such the nature of the work means you may be dealing with sickness and bodily fluids. You will need to be physically fit and manually dexterous.

### Person Specification

Type of education, skills, attributes, and experience	Requirement level
<b>Education</b>	
A good all round education with, as a minimum, maths and English at level two (GCSE) or equivalent.	Essential
First aid at work (FAAW) qualification or willingness to train immediately on appointment.	Essential
Evidence of having undertaken training in managing medicines, diabetes, asthma, anaphylaxis or epilepsy and any other first aid qualifications.	Desirable
<b>Experience, knowledge &amp; skills</b>	
Experience of working with young people, in any capacity but ideally a school setting.	Essential



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<b>Type of education, skills, attributes, and experience</b>	<b>Requirement level</b>
Skilled in efficient record keeping and with a working knowledge of GDPR.	Essential
Experience of administering first aid in a school or workplace environment.	Desirable
Knowledge or experience of safeguarding regulations and principles when working with young people in a school setting.	Desirable
Knowledge of local healthcare services - particularly in relation to young people.	Desirable
Knowledge of UKHSA advice for infection control in schools.	Desirable
Computer literate and able to work effectively with digital technology.	Essential
Good organisational skills including the ability to prioritise, work to deadline, and manage time effectively.	Essential
Experience or training in a range of other areas such as, manual handling, basic risk assessment, PREVENT etc.	Desirable
<b>Attributes</b>	
Have an efficient, positive and no-nonsense approach when dealing with students and families.	Essential
Ability to communicate patiently, sympathetically and politely with a range of different audiences, particularly young people.	Essential
Possess a desire to learn and develop skills. An ability to use your own initiative to 'work it out'.	Essential
Possess a desire to see jobs completed to a high standard & with close attention to detail.	Essential
Be able to collaborate and work as a team with a willingness to take on other roles and responsibilities within the team.	Essential
Ability to use initiative and work independently.	Essential