



# WADDESDON

## CHURCH OF ENGLAND SCHOOL

### MEDICAL OFFICER JOB DESCRIPTION

<b>Reporting to:</b>	<b>Office Manager / Business Manager</b>
<b>Role Objectives:</b>	<b>Provision of Health Services in school:</b> <ul style="list-style-type: none"><li>• <b>First aid to students and staff with injuries/medical conditions and assistance to students with acute or chronic illnesses.</b></li><li>• <b>Maintenance of appropriate student medical records and care plans.</b></li><li>• <b>Promotion of both physical and mental health.</b></li></ul>
<b>Prescribed Duties and Responsibilities:</b>	
<ul style="list-style-type: none"><li>• The welfare of those taken ill or injured, providing front line medical support/assessment for medical emergencies, including sports injuries</li><li>• The welfare of pupils with specific medical conditions, involving day-to-day health planning and/or administering medication where appropriate</li><li>• Overseeing the reintegration of students into school post-serious illness or injury</li><li>• Recording and reporting accidents and illness in accordance with regulatory guidelines and school policies (including confidentiality, data protection and safeguarding)</li><li>• Liaising with staff and parents</li><li>• Liaising with emergency services as required</li><li>• Liaising with support services e.g. SENDCo, Bucks Council School Health Department and Bucks Immunisation Team. Arranging appointments for these agencies as required</li><li>• Administration of the medical room and the first aid equipment, and maintaining supplies</li><li>• Reviewing first aid needs and policies</li><li>• Monitoring and co-ordinating staff first aid training and associated records</li><li>• Support of Pastoral Staff in conjunction with the Safeguarding and Student Support Officer</li></ul> <p><b>First Aid and Medical Support, including accurate record keeping</b></p> <ul style="list-style-type: none"><li>• To provide first aid/medical treatment for pupils and maintain appropriate records (including Healthcare Plans/Asthma Cards)</li><li>• To oversee vaccination programmes, liaising with school nurse service as required</li><li>• To liaise with Buckinghamshire School Nursing Immunisation Team and prepare student lists/timetables for immunisations/medicals, prepare and maintain records and complete any Area Health Authority documentation</li><li>• To maintain all medical records for pupils on SIMS</li><li>• To maintain up to date student allergies records, ensuring this is shared with restaurant staff and IT staff (for restaurant till alignment)</li><li>• Maintenance of medical room</li><li>• To record and monitor all students that attend the medical room</li><li>• To be responsible for the filing of information into students' personal files</li><li>• To prepare medical information and packs for educational trips and visits</li></ul>	

### **Staff information and training**

- To update the Medical section of the Enrichment and Intervention Tracking Booklet in May/June and complete before the end of the school year.
- To inform staff and organise training, checking when first aid training is due for staff, e.g. use of Epipen in an emergency, how to deal with other specific, acute medical conditions. To liaise with the Health Authority in this regard to ensure the delivery of appropriate training.
- To attend regular and appropriate training days/courses and ensure that first aid qualification(s) are kept up to date
- To support the Special Needs Coordinator and maintain an awareness of the special needs – physical or otherwise – of students within the school.
- To meet with the pastoral and safeguarding team as necessary

### **Student Welfare**

- To bring relevant issues to the attention of staff responsible for the pastoral care of students, including concerns about behaviour/well-being of individuals and trends/patterns of student visits to the medical room, and to help facilitate access to appropriate services, e.g. counselling
- To meet with new parents to discuss health issues, e.g. school policy on dealing with diabetes/asthma
- To arrange, when necessary, transport for students to hospital, doctor, home, etc. To liaise with parents accordingly
- To ensure free sanitary products are distributed and stock levels maintained

### **Compliance**

- To hold and issue drugs and medicines to students and keep relevant records, subject to prior written agreement with parents (Permission to Administer Medication forms). To continually monitor to ensure these are in date.
- To order, monitor and maintain the school's medical equipment including first aid boxes and the supply of same for education trips/visits including paperwork for visits/sporting fixtures using the evolve system and liaising with trip leader regarding medical needs
- To ensure completion of accident/near miss incident reports in all cases and maintain database in order to provide information for risk assessments/near misses
- To ensure the appropriate completion of the accident book; liaise with the Headteacher and County's Safety Adviser over notifiable accidents
- To advise on and draft policies/reports relating to health issues within the school, e.g. individual action plans for students suffering from severe allergic reaction

### **Healthy School / Health Education**

- To provide statistical information as required, including any relevant trends
- To assist with health education within the school, e.g. display boards

### **General**

- To assist with the daily administration tasks when necessary
- To assist with reception duties as necessary
- To assist with other office duties as requested by the Office Manager
- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.

**In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required.**