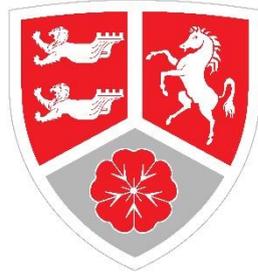


**The Charles Dickens School
Job Description**



Name;

Job Title: **School Medical Officer**

Salary/Grade: **BCAT Grade 6 to BCAT Grade 8 depending on qualifications**

Employed for; 37 hours a week, term time only +1 SDD

Hours; 08.00 – 16.00 Mon – Thurs, 08.00 – 15.30 Fri (to include 30 minutes unpaid lunch break.)

Responsible to: Assistant Headteacher, Personal Development.

This job description defines the role of School Medical Officer

Purpose

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

Safeguarding

To promote safeguarding at all levels of the School as a member of support staff. A key focus of this role is to safeguard all students at all levels across the school community. **It is expected that support staff will support teachers, Lead teachers, HOY and the DSL/ Lead Deputy DSL/ Deputy DSLs in the discharge of their DSL responsibilities:**

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures and make sure you access these and understand them
- Be aware of your responsibility to challenge behaviour which breaches any of the school policies
- Be aware of, and actively promote, safeguarding within your own department to safeguard students.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out your role effectively with respect to safeguarding

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- Refresh knowledge and skills at least annually to remain up to date with any developments relevant your role and your responsibilities for safeguarding
- Obtain access to relevant resources

All members of staff have a responsibility to:

- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand the schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may need help or protection.

Main Duties

Operational Strategic Planning

- To identify, implement and evaluate individual health care plans for students with medical conditions.
- To prioritise health problems and intervening appropriately to complex, urgent or emergency situations, including the initiation of effective emergency care.
- To input and update student medical information on SIMS.
- To monitor and evaluate care interventions.
- To deliver opportunistic health promotion as appropriate.
- To see individual students on a referral basis to deliver health education specific to that student's needs.
- 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 (and Staff influenza vaccinations).
- To help to identify, create and evaluate all medical and student wellbeing policies, communicating with all staff involved. (Medical Conditions, Drug use etc).
- 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 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 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 co-ordinate all first aid staff training and maintenance of first aid equipment/stock.
- To maintain and supply first aid boxes for school events, e.g. Visits, Sport Days.

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- To support with the delivery of sexual health education where the curriculum allows.
- To deliver all medical information and medical procedures to new staff members via the induction programme.
- To provide accurate, contemporaneous and complete records of student consultation and drug administration consistent with legislation, policies and procedures.

Risk Management

- 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 contribute in the decision making process in child protection conferences (where the student has a relevant medical condition).
- To liaise with pastoral team to identify areas of concern and referring vulnerable students to the appropriate agencies.
- To control storage and administration of medication.
- To maintain an Accident Book and appropriate records.
- To ensure infection control measures are adhered to in line with local and national guidelines.

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To undertake mandatory and statutory training.
- To attend regular meetings with the SEN and Safeguarding team as required.
- To contribute positively to effective working relations within the school.
- To engage actively in the Performance Management Review process.
- To attend relevant in-service training and regular learning support meetings.
- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Standards and Quality Assurance

- To support the aims and ethos of the school.
- To follow and uphold school policies.
- To participate in staff training.
- To develop links with the Local Authority, outside agencies and neighbouring schools.
- To deliver care according to the National Institute of Clinical excellence (NICE) guidelines and evidence-based care.
- To promote and safeguard the welfare of the students in accordance with the school Safeguarding and Child Protection policy.

Communication

- To follow agreed policies for communications in the school.
- To attend meetings as required.
- To prepare and provide reports as required.
- To be aware of in-school procedures and confidential issues and to keep

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confidences appropriately.

- To maintain effective communication with all staff members.
- To communicate with parents/carers regarding events relating to their children.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials in relation to medical requirements

Other Specific Duties

- To play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example
- To promote actively the school's policies
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined as directed by the Executive Headteacher.

Person Specification

Qualifications/Knowledge:

- A Nursing Qualification is desirable, though not essential.
- Advanced First Aid Qualification.
- A First Aid at Work Qualification.
- DBS clearance (will be obtained by the school, if appointed)

Experience:

- Previous experience of working in a school environment, is desirable.
- Aptitude or experience of working with ICT, including SIMS.

Skills

- Administrative and organisational skills.
- Empathy and the ability to work with pupils.
- Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.
- Ability to deal in a professional manner with all internal and external contacts.

Personal Attributes:

- Motivated, enthusiastic, flexible, friendly and helpful.
- Excellent interpersonal skills.
- Accurate with good attention to detail.
- Excellent record of attendance.

Standards and Quality Assurance:

- Support the aims and ethos of the school and the staff Code of Conduct.
- Set a good example in terms of dress, punctuality and attendance.

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Job Description**

- Attend team and staff meetings.
- Ability to identify own training and development needs and willingness to participate in development and training opportunities.
- Be proactive in matters relating to health & safety.

Conditions

- The School Medical Officer will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Headteacher or Headteacher.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Head / Headteacher the other.

Signed.....

Date.....

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