

chaseterracetechnologycollege

(Part of the Stephen Sutton Multi Academy Trust)

JOB DESCRIPTION

JOB TITLE: MEDICAL OFFICER

JOB HOLDER:

LOCATION: CHASE TERRACE TECHNOLOGY COLLEGE, BURNTWOOD, WS7 2DB.

LINE MANAGER: IAG MANAGER

JOB GRADE: SCALE 5

HOURS OF WORK: 37 (39.2 WEEKS)

08:00 – 16:00, Monday – Thursday, 08:00 – 15:30 Friday.
(inclusive of a 30 minute, unpaid lunch break, not to be taken during the schools lunch period)

STATEMENT OF PURPOSE

To provide an efficient and effective medical support and first aid service to the students, staff and visitors of the school, and to participate in health promotion and health education.

MAIN DUTIES AND RESPONSIBILITIES

Support Organisational Management:

- ❖ To establish a protocol for dealing with medical & first aid matters within the school.
- ❖ To determine, set and monitor standards of care for the students, taking into account liaison with fellow professionals, school staff and parents' wishes.
- ❖ To produce medical department policy and procedures, ensuring these are ratified by the Governing Body, with consultation with the Senior Leadership Team. To be continual reviewed and updated as necessary, in-line with government & HSE guidelines, ensuring all first aid staff are aware of any changes.
- ❖ To have an advisory/supportive role for first-aiders in school; this includes:
 - promoting the role of first-aider;
 - ensuring there is a rota in place for first-aiders to provide cover for the Medical Officer in the event of an emergency, across the school;
 - ensuring first-aiders are kept up to date with new equipment & current legislation, etc.
 - identifying personal training needs and ensure first-aiders' certificates are kept up-to-date.
 - Arrange additional annual training via the school nurse service for first aiders and school staff i.e.) Asthma Awareness, Epi-pen and Diabetes etc.
- ❖ To ensure the school has appropriate first aid equipment around the school and that these boxes are stocked appropriately. To ensure that the medical rooms and their contents are secure, safe and tidy.
- ❖ To ensure medical equipment is serviced annually i.e.) wheelchairs and evacuation chairs etc.
- ❖ To ensure departments hold necessary safety data sheets as required.
- ❖ To offer advice and training on medical, first aid and health and safety matters to staff and students as required.
- ❖ To produce risk assessments for the medical department i.e.) Safe use of wheelchairs, ice packs and storage of oxygen etc. To review these annually, or as required.
- ❖ To assist in the provision of first aid materials for pupils on trips, holidays etc.
- ❖ To plan and participate in core surveillance programmes.
- ❖ To communicate regularly with members of the Community School Nursing Team.
- ❖ To adhere to the Pharmaceutical Code of Practice.
- ❖ To adhere to the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and participate in the recommendations in the scope of professional practice.
- ❖ To be familiar with the Health & Safety at Work Act.

Student Support:

- ❖ To deal with sickness or injury of students, staff & visitors as required. This will include first aid where appropriate and advising on a suitable course of action.
- ❖ To adhere to the SSHT Guidelines for nursing staff and Staffordshire Area Child Protection Committee in cases of suspected, or confirmed, child abuse; to ensure that an appropriate member of the Senior Leadership Team is promptly informed of all such cases, to assist them in the referral of these cases, and to liaise with appropriate agencies as required.
- ❖ To administer and store medicines for students as prescribed in line with Medicine in School Policy.
- ❖ To abide by the guidelines on Epi-pens, ADHD, Asthma and Epilepsy.
- ❖ To accompany students to hospital for emergency treatment as required and to contact parents on such occasions.
- ❖ To liaise with Community School Nurse re: Health Reviews of students with certain medical conditions, statemented students and all other students of the school as required.
- ❖ To offer support to staff/children/parents in times of distress/ bereavement etc. if required.
- ❖ To report to senior/relevant members of staff of cases of bullying/fighting/sexual abuse/and any other relevant information.
- ❖ To arrange and lead meetings with students, parents/carers, student support officers and other health professions for students who require health care Plans. Produce a written Healthcare Plan & ensure that all staff are aware of these.
- ❖ To annually review all pupil Healthcare Plans.
- ❖ To support the curriculum of the school where appropriate e.g. first aid, medical careers advice, etc through:
 - preparing and delivering lessons to classes of students on such topics as contraception and SAI, under the supervision of a teacher;
 - keeping up to date with relevant developments in the CPHSE curriculum, in order to deliver appropriate advice to students;
 - promoting first-aid with the students.

Administration Support:

- ❖ To compile data for the internal H&S Committee and the County Council.
- ❖ To assist in monitoring and supporting vulnerable students.
- ❖ To maintain displays on health education and other associated topics as required.
- ❖ To complete accident reports when necessary.
- ❖ To compile and maintain accurate medical data records as required.
- ❖ To supply appropriate details of medical records as required.
- ❖ To assist in the ordering and control of first aid equipment and supplies as directed.

School support:

- ❖ To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
 - ❖ To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 - ❖ To be aware of, support and ensure equal opportunities for all.
 - ❖ To contribute to the overall ethos/work/aims of the school.
 - ❖ To establish constructive relationships and communicate with other agencies/professionals.
 - ❖ To attend and participate in regular meetings.
 - ❖ To participate in training and other learning activities and performance development as required.
 - ❖ To recognise own strengths and areas of expertise, using these to advise and support others.
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- ❖ To assist with student needs as appropriate, during the school day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
(Job Holder)
