

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Medical Officer

General duties and responsibilities

- To provide first-line medical assistance to pupils and staff
- To be responsible for the assessment and treatment of minor illness and injuries, delivering care within the boundaries of the role
- To prioritise health problems and intervene appropriately in complex, urgent or emergency situations, including the initiation of effective emergency care
- To control storage and administration of medication
- To administer emergency medication when appropriate. This is to be in accordance with medical procedures and up to the level of the training received
- To maintain an accident book and provide accurate, contemporaneous and complete records of student consultation and drug administration, consistent with legislation, policies and procedures
- To accurately input and update student medical information on school systems e.g. SIMS/ CPOMS
- To communicate with parents/carers promptly regarding medical events relating to their children
- To maintain all first aid equipment/stock
- To maintain and supply first aid boxes for school events, e.g. trips, sport days
- To identify health and medical needs at the point of pupil admission to the school
- To identify, implement and evaluate individual health care plans for pupils with medical conditions
- To organise appropriate medical training to staff and the wider school community, including first aid courses
- 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 pupils with severe and complex medical conditions/needs
- To deliver opportunistic health promotion as appropriate
- To see individual pupils on a referral basis to deliver health education specific to that pupil's needs
- To undertake home and primary school visits where appropriate
- To attend school trips and events where medical assistance may be required
- To co-ordinate all government led immunisation programmes (and staff influenza vaccinations)
- To assist the whole school in raising the profile of the importance of health and welfare
- 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

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| | <ul style="list-style-type: none"> • 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 contribute in the decision-making process for child protection conferences where the pupil has a relevant medical condition • To liaise with pastoral/safeguarding staff to identify areas of health concern and referring vulnerable pupils to the appropriate agencies • To help identify, create and evaluate all medical and pupil wellbeing policies & risk assessments; communicating with all staff involved (Medical Conditions, Administering Meds etc) • To take part in the school's staff development programme by participating in further training and professional development- • To undertake mandatory and statutory training • To contribute positively to effective working relations within the school • To engage in the Performance Appraisal Review process |
| Other specific duties | <ul style="list-style-type: none"> • To undertake some teaching assistant duties when required and directed • To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and pupils to follow this example • To actively promote the school's policies • To comply with the school's Health and Safety and Safeguarding policies and undertake risk assessments as appropriate • To show a record of excellent attendance and punctuality • To adhere to the Staff Code of Conduct • To follow agreed policies for communications in the school • To prepare and provide reports as required • To be aware of in-school procedures and confidential issues and to keep confidences appropriately • To maintain effective communication with all staff members |