



# School Medical Officer

## Job Description: School Medical Officer

<b>Line Manager:</b>	Student Services Manager
<b>Main Purpose of Role:</b>	To provide a comprehensive medical and welfare service to the school, including provision of first aid and medical support to individual students. To deliver care within the boundaries of the role, focusing on student well-being and health education.

**Main Responsibilities:**

1. To provide first-line medical assistance to students and staff by recording accurately, assessing and taking any appropriate action.
2. To prioritise health problems and intervene appropriately, including the initiation of effective emergency care and accompany students, should the need arise, to hospital and remain with them until the parents arrive.
3. To manage prescribed medication which is taken by students during the school day, in a safe manner and to be responsible for administering said medication, ensuring that parental consent is obtained and recorded.
4. To work with colleagues to identify, implement and evaluate individual health care plans for students with medical conditions.
5. To organise or deliver training for staff members who are dealing with students with severe and complex medical conditions/needs. And to ensure that teaching and support staff are made aware and kept up-to-date in relation to students with medical conditions where necessary.
6. To work with individual students on a referral basis to deliver health education specific to the student's needs.
7. To assume responsibility for inputting and updating student medical information in the designated management information system.
8. To take ownership of/contribute to all medical and student wellbeing policies.
9. To review and keep up to date the school's First Aid Training Procedure and organise training or re-training for the relevant members of staff. This includes the organisation or delivery of specialised training for use of Epi Pens and the Automated External Defibrillator.
10. To co-ordinate all government led immunisation programmes for students.
11. To keep accurate and complete records of student consultation in accordance with current legislation and policy. This includes keeping an accident record book up to date and reporting accidents to the Site Manager.
12. To carry out stock audits of all First Aid boxes and kits throughout the school (including those used for school trips) and ensure they are replenished. Ensure all emergency First Aid medical equipment is in good working order.
13. To maintain the part of the process relating to the provision of medical needs/lists for all types of school trips.
14. To keep up to date with health education and health promotion and 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 appropriate.
15. To be a listening ear for students who report to medical and communicate any concerns to the Pastoral Team.

**OTHER:**

1. Keep the school's medical room clean and tidy.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
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Date:	
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***Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

