
Hitchin Boys' School

Job Description



Position:	Medical Needs Officer
Reporting to:	TBC
Grade:	HCC H5
Working Hours:	30 hours per week (9am to 3pm Monday to Friday)
Working Weeks:	38 weeks (term time) plus 2 INSET days

Job Purpose:

The Medical Needs Officer leads the medical provision at Hitchin Boys' School, providing daily care to students, staff and visitors and responding confidently to medical issues and emergencies.

Responsibilities:

Medical Needs:

- First Aid trained to provide first aid and emergency care to all members of the school community where necessary. If a student needs to go to hospital and a parent/carer cannot be contacted, at times you may be needed to accompany students in the ambulance.
- Care for students who are injured or who become unwell during the school day. Notify parents/carers and arrange for the students to go home if necessary.
- Provide emotional support to vulnerable students and signpost to the appropriate support within school.
- Ensure individual healthcare plans (IHCPs) and treatment protocols are developed and written for those students requiring them, in consultation with the parents/carers and SENDCO as required.
- Supporting and assisting students with IHCPs (e.g. diabetes) and actioning accordingly.
- Provide training and support to relevant staff regarding the care of the students with identified medical or health needs.
- Ensure the smooth and efficient running of the medical room, ensuring processes are in place that can be followed by members of the First Aid team.
- Maintain medical room stock, hygiene and tidiness.
- Lead the First Aid team.
- Maintain First Aiders' training ensuring all are updated in a timely manner and organising whole staff training events e.g. anaphylaxis training.
- Ensure all first aid boxes located around the school are up to date and within expiry time limits, ordering replenishment stocks as required.
- Responsible for the dispensing and recording of medication.
- Responsible for the coordination and release of medication for students involved in external activities/trips.

- Follow stringent procedures for the recommended safe storage, usage and disposal of medical supplies and drugs.
- Recording of all medical forms and consent registers.
- Arranging with external health agencies the programme of student immunisation and coordinating the arrangements on the day of vaccination.
- Assessing a student's mobility on return to school following an injury, liaising with other members of staff on room changes and completing any risk assessments as necessary.
- Regular checks and logging of school's defibrillation and EpiPen kits.
- Liaising as appropriate with pastoral team, parents and school catering staff concerning students with medical needs e.g. food allergies.

Administration:

- To log on Evolve Accident Book all first aid and medical incidents.
- To maintain health records, ensuring confidentiality and appropriate legal storage in line with data protection requirements.
- To produce termly reports for accidents and first aid for school senior leaders and Trustees.
- To review and update school policies appropriate to the role (First Aid Procedures, Accident/Incident Reporting & Investigating Procedures and Managing Medication Policy) in conjunction with senior colleagues.
- To undertake general administration duties as required by the line manager.

Health and Wellbeing:

- Action legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Have a sufficient depth of knowledge to be able to give advice to students on the importance of maintaining a healthy lifestyle – for example eating, drinking, exercise and non-smoking/vaping.
- Identify and support students whose progress, development or well-being is affected by changes or difficulties in their personal circumstances and refer them to colleagues for specialist support.
- To ensure own continued professional development is maintained and built upon, by attending relevant training courses, seminars and conferences relating to health matters.

Person Specification

Requirements	Essential	Desirable
Qualifications & Experience	<p>4 GCSEs or equivalent, to include English and Maths</p> <p>Good working knowledge of ICT (including Microsoft Office applications) to support learning and for administrative and organisational effectiveness</p> <p>First Aid experience</p>	<p>First Aid at Work qualification</p> <p>Youth Mental Health First Aid</p> <p>Administration of Medication in Schools</p> <p>Experience of working in a school environment</p> <p>Good knowledge of appropriate procedures, regulations and guidance</p>
Communication	<p>Ability to write reports, emails and complete forms</p> <p>Ability to use clear language and communicate information unambiguously</p> <p>Ability to communicate effectively with others, including students, parents/carers, colleagues and external agencies</p>	
Working with Children	<p>Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst in school</p> <p>Good understanding of the importance of physical and emotional wellbeing</p>	<p>Ability to support students with special educational needs</p> <p>Good understanding of child development</p>
Working with Others	<p>Ability to establish rapport and respectful and trusting relationships with others</p> <p>Ability to work effectively with students and a range of adults, including parents and external agencies</p> <p>Ability to work both independently and as part of a team</p> <p>Willingness to contribute to the development and implementation of effective systems to share information</p>	<p>Understand the role of others working in and with the school</p>

	Ability to provide timely and accurate information	
Skill set	Excellent organisational skills Ability to remain calm under pressure Ability to manage own time effectively and meet deadlines	
General	Awareness and commitment to equality Good understanding of health and safety Good understanding of the importance of safeguarding Willingness to develop, learn and be proactive in the role Understanding of the legislation and procedures relating to confidentiality	

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the job incumbent will carry out. The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

To conduct this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of Hitchin Boys' School, and to be instrumental in creating an ethos which facilitates the effective education of every student in your care. 'Striving for Excellence' means that every student realises their potential and has barriers to learning removed as far as possible.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

HBS is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Performance Management

Our agreed performance management system will be used to review performance throughout the year.
This job description will be used as part of the review.

Print name	Print name
(Member of staff)	(Line Manager)
Signed	Signed
(Member of staff)	(Line manager)
Date	Date
(Member of staff)	(Line Manager)