

Job Description – Lead Medical and Welfare Officer

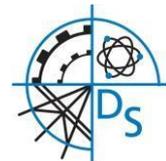
Reports to: Senior Leader with responsibility for the Guidance Team

Purpose of the post:

To oversee the care of students who are unwell or injured, including with mental health issues, and decide on the appropriate course of action and, in liaison with Senior Staff, implement that action. To ensure efficient and effective administrative systems and record keeping of medical needs, to ensure the smooth operation for the benefit of all our students. To liaise with parents to develop healthcare plans for students with medical needs and maintain up to date and accurate information for students. To be a member of the Designated Safeguarding team.

Core Responsibilities:

- To support the physical and mental health of students so that they can play a full role in school life and remain healthy and achieve academic potential.
- To attend to students and staff who are feeling unwell or who are injured.
- To administer first aid to students and staff within the competencies of the First Aid Certification to be held by the post holder.
- To administer the distribution of prescription drugs.
- To maintain a register of students attending the first aid facilities and recording their needs and provision, then providing information and statistics as appropriate to the senior leadership team, as requested.
- To maintain and update the Policy on the administration of medicines in school.
- To contact parents as necessary concerning the welfare of students and ensure that records of such contacts are shared with appropriate staff, such as the House team and the Attendance Manager.
- Oversee the maintenance of accurate records of student medication held in school, monitoring expiry dates and contacting parents for replacements.
- Identify students that require Individual Health Care Plans (IHCPs), contacting parents and arranging for the completion of the relevant documentation with appropriate stakeholders – parents, students, Guidance Team etc.
- Record IHCP details and share with the first aid team and other staff as appropriate.
- Create and maintain a record of staff medical issues where appropriate, in liaison with the HR manager. Co-ordinate annual checks of staff medical issues.
- Source and order supplies for the medical room.
- Organise annual staff EpiPen and other vital training with the school nursing team.
- Be responsible for administration relating to first aid, student medical conditions and immunisations.
- Present key information about student medical issues to staff.
- To ensure that when students are sent home from school for medical reasons that they have the appropriate permission from their parent/carer.
- Record qualification dates of the first aid team to ensure sufficient first aid cover at all times.
- To attend emergency medical incidents wherever they occur in school and undertake whatever action is necessary to stabilise and assist the casualty, which may include calling the emergency services.
- To travel in ambulance to hospital to escort students/staff as required.



- To contact parents/carers following incidents where emergency services have been called to support an individual, and to follow up any hospital visits, ensuring parents/guardians and appropriate school staff are kept informed of the individual's progress.
- To ensure students only spend the time absolutely necessary to address their medical need and return to class swiftly to maximise their learning time.
- To monitor and maintain a register for students who have medicines in school and ensure that consent forms are completed accurately. To supervise the taking of these medicines at the appropriate time, checking expiry dates/dosages and making sure they are secure at all times.
- To organise and manage immunisation sessions in the school, liaising with NHS school nurses when necessary.
- To provide immediate support and advice where required by the Designated Persons for Child Protection, responding to any child protection issues in a timely manner and ensuring the school policy is followed.
- Potentially be a member of the designated safeguarding team, responding to potential incidents of a safeguarding nature as required and to maintain communication with relevant external agencies as required.
- To work with the Headteacher and Designated Safeguarding Lead to ensure appropriate procedures and systems are in place in relation to the school's Health Policies and procedures.
- To liaise with teaching staff regarding the general care of students, providing staff with guidance and necessary training.
- To maintain the school's first aid boxes across the site.
- To handle computer data in a strictly private and confidential manner.
- To maintain a database of first aiders, including when their first aid training is up for renewal and assisting with the booking and organisation of first aid training, as appropriate.
- To keep records of reported accidents.
- Highlighting "health and safety" concerns promptly and reporting to the Director of Operations.
- To attend any relevant first aid, medical, safeguarding and mental health related courses as and when required.
- To ensure your own continued professional development is maintained and built upon by attending relevant training courses, seminars and conferences relating to school welfare and other learning activities, performance development, as required.
- To oversee and maintain a comprehensive medical administrative and clerical service, processing letters, reports, forms and templates on behalf of school staff.
- To participate fully in Staff Appraisal according to the school's requirements.
- To work safely, consider the safety of others and work within the guidelines stated in the school's Health and Safety Policy.
- To contribute to the overall ethos/work/aims of the school, including CHARACTER values.
- To respond to requests in a timely manner and in line with set deadlines.

Other Responsibilities:

To undertake such other duties as may be required from time to time commensurate with the level of the post. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job.



The school's aims and CHARACTER values will shape the way you carry out these responsibilities.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.