POST TITLE: **Medical Needs Officer**

SALARY: **NJC Scale 5 pro rata**

HOURS OF WORK: 37 hours per week. 8am – 4pm Monday-Friday, Term Time Only

POST RESPONSIBLE TO: **Business Manager**

POST RESPONSIBLE FOR: **First Aid team**

MAIN PURPOSE OF THE JOB

To be the lead practitioner for the school's medical needs and first aid requirements, ensuring that all policies are maintained and government guidelines are followed

DUTIES AND RESPONSIBILITIES

- To be the lead first aider for the school, co-ordinating medical intervention in cases of illnesses/injuries and medical emergencies for all members of the school community, accompanying anyone to hospital where necessary
- To carry out associated administrative work, including contact with parents and completion of relevant paperwork
- To be responsible for ensuring all medication held securely in school is in date and ensure all first aiders have the relevant training to administer where required
- To be responsible for ensuring first aid boxes are maintained and in date
- To prepare first aid boxes for school trips and ensure all the relevant medical documents and risk assessments for students are completed
- To regularly check the defibrillators are in working order
- To carry out risk assessments for students carrying sharps on the school site
- To complete records of accidents and injuries to staff and students, maintaining records
- To maintain student records on the school database relating to medical conditions
- Contact relevant primary schools annually to ascertain medical requirements for incoming students attending the Taster Day and transferring to school
- Arrange first aid cover for evening events
- Arrange and communication the School Nurse appointments
- To collect any relevant data
- To compile the student food allergies register

General

- To have due regard for data protection, confidentiality and health & safety policies.
- Plan, organise and carry out work to strict deadlines including prioritisation of own workload, referring queries as necessary to Business Manager
- To undertake appropriate training as required.
- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review.

- To undertake any other duties which may be assigned to the post from time to time as directed by the Head teacher.

Contact

Regular: Students, teachers, parents/guardians, visitors, administrative staff
Occasional: External agencies

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.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

