

JOB DESCRIPTION

MEDICAL OFFICER

Reports to	Deputy Headteacher
Responsible for	N/A
Hours	34.75 hours per week - Monday to Friday 9.00am - 4.30pm (Tuesday to 5.30pm)
Annual Leave	44 days paid holiday

Job Overview

Working closely with the School Management Team, you will lead and manage the effective medical support of pupils, staff and visitors to Jigsaw CABAS® School. Your work will include responding to medical emergencies, administering and managing medication and being responsible for the day-to-day implementation of the school's medication and supporting pupils with medical conditions policies. You will also support the school's safeguarding team as deputy safeguarding lead to ensure pupils' wellbeing and safety.

Main duties and responsibilities

The main accountabilities of the role are set out below, but they are not intended to reflect an exhaustive list of duties.

Individual Health Care Plans

- To liaise with parents and supervisors in the creation and annual review of individual Health Care Plans for all pupils and to ensure that appropriate actions within the Plan are undertaken.

Administering & Managing Medication

- To ensure that the School's Medication & Supporting Pupils with Medical Conditions Policies are kept up to date, comply with legislation and reflect best practice.
- To carry out regular routine medication checks to ensure all medication for use by pupils is stored securely and within date.
- To monitor the taking of any agreed medication by pupils to ensure medical practices follow policy and procedure.
- To ensure medication administration records are completed in line with the School's policy and procedure, including completing weekly checks of medication records and appropriate actions to address any errors.
- To liaise with parents, medical professionals and relevant school staff to draw up and review emergency procedures and medication protocols for pupils.

Responding to Medical Emergencies

- To ensure that medical emergencies are dealt with efficiently and in a timely manner and necessary documentation and records are promptly completed after each incident.
- To oversee the School's Medical Emergency Response Team, run regular meetings and debriefs with the Team.

Other medical & health related duties

- To liaise with parents, medical services and external agencies (e.g. CAMHS, GPs, epilepsy nurse) on medical and health-related matters, concerns and queries.
- To liaise with medical services, outside agencies and parents to organise immunisation and visits; keeping detailed records where required.

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- To follow up pupil absences due to illness/sickness with families and advise on return to school as required.
- To monitor individual and school-wide illnesses and infections for patterns, and advise School Management Team if an outbreak is suspected.
- To provide support to staff/visitors requiring medical assistance specifically the provision of first aid and emotional support for staff following incidents

Staff Training & Development

- To monitor training needs across the School and organise appropriate training as required in order to support pupils effectively.
- To keep an up to date register on any medical training e.g. first aid, medication awareness and competency, epilepsy management.
- To provide training to all staff on emergency medication procedures at induction, subsequent refreshers and as and when changes to procedures occur.
- To complete regular competency assessments of staff who administer medication.
- To ensure all relevant staff are updated on changes to medication and/or emergency protocols, or medical conditions.
- To stay up to date with the requirements of medical procedures in a school setting and maintain own professional development by attending training on medication management, first aid, epilepsy, asthma and allergy management.

Monitoring & Reporting

- To monitor, review and respond to first aid incident logs, and provide feedback to staff and School Management Team as required.
- To ensure medical information, data and records are kept and processed in line with data protection laws and School GDPR policies and retention schedules.
- To produce a termly report to the School Management Team and Governors on issues & incidents linked to pupils' medical needs.

Deputy Safeguarding Lead

- To work in partnership with the School's safeguarding team to support staff in dealing with any child protection concerns that arise, ensuring staff know how to recognise and respond to potential concerns.
- To keep accurate and up to date safeguarding and child protection records ensuring confidentiality and compliance at all times.
- To keep up to date with changes to safeguarding guidance and legislation, supporting the team to implement updates to processes.
- To support with regular staff training on all topics relating to safeguarding and child protection keeping appropriate records to evidence understanding and attendance.
- To support the Designated Safeguarding Lead to prepare for inspections relating to safeguarding and be available to take part in the inspections as they arise.

Other

- To promote and ensure the good reputation of the Jigsaw Trust and its individual divisions.
- To adhere to and understand all School policies.
- To undertake any other tasks which can be reasonably expected in relation to the role.

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PERSON SPECIFICATION

Knowledge, skills and experience

Essential

- Previous experience supporting children and young adults with healthcare needs in a similar role
- Experience of working with children and/young adults with autism/SEND
- Advanced First aid qualification
- Educated to at least A-level/Level 3 standard
- Ability to use own initiative and work independently
- Excellent communication and time management skills
- Willing to undergo further training to develop understanding of children with complex medical needs and autism

Desirable

- Mental Health First Aid qualification
- Experience of responding to seizures and managing epilepsy
- Knowledge of the school environment and links with outside agencies
- Competent user of the Microsoft Office Suite (Excel, Word, Outlook in particular)
- Registration with the Nursing and Midwifery Council
- Knowledge and understanding of safeguarding and child protection legislation

Personal qualities

Achieving results

- Independently engages in tasks requiring interpretation of complex and often vague sets of information
- Seeks a wide range of sources of information
- Identifies needed adjustments in own area of responsibility and sets priorities accordingly
- Writes on complex and highly specialised issues
- Seeks best practices inside and outside the Organisation to anticipate change
- Identifies needs for resources to effectively support current initiatives, services and provision
- Seeks to work with teams with complementary skills/expertise

Building relationships

- Brings together aspects of a policy, trend, issue into a clear picture for others to understand
- Explores and addresses long-term client needs
- Maintains objectivity when one's own positions or opinions are challenged by peers or stakeholders
- Understands others' complex or underlying needs, motivation, emotions or concerns and adjusts communication effectively
- Anticipates outcomes based on an understanding of organisational decision-making bodies and power relationships

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Planning for the future

- Helps others learn from experience and development initiatives. Recommends readings, trainings and other resources
- Continually acquires and applies new knowledge and learning to improve job performance
- Stays aware of the organisational objectives and monitors current developments and trends that may affect implementation of organisational direction, programmes or plans
- Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area
- Demonstrates awareness of the impact of own work on aspects of organisational strategy, and the impact of organisational strategy on own work

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK