

JOB DESCRIPTION

MEDICATION & WELFARE OFFICER

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| Reports to | Deputy Head Teacher |
| Responsible for | N/A |
| Hours | 34.75 hours per week, Monday to Friday 9.00am - 4.30pm (Tuesday to 5.30pm) Jigsaw School Term Times (over 3 terms) |
| Annual Leave | 44 days paid holiday |

Job Overview

Working closely with the School Management Team, you will be responsible for the assessment, implementation, and evaluation of medical care for children and young adults with autism in a special school setting. You will lead and oversee medication support and first aid response for all pupils on a day to day basis, including emergency situations, ensuring their wellbeing and safety. You will also play an integral role in staff welfare, supporting employees mental and physical health in the workplace. In addition, this role will also support the school's safeguarding team, acting as a deputy to ensure appropriate measures are in place to protect all pupils attending Jigsaw School.

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 and 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 and 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.
- 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.

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Main duties and responsibilities (cont)

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 and 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.

PERSON SPECIFICATION

Knowledge, skills and experience

- Registered Nurse with UK Nursing & Midwifery Council
- Proven post-registration experience as a nurse
- Experience of working with individuals with various disabilities
- Sound clinical skills, with the ability to identify, respond to and evaluate health needs
- Resilient and calm under pressure, able to deal with frequent emotional or distressing circumstances
- Demonstrates accurate knowledge of current policy and developments regarding children and young people

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Knowledge, skills and experience (cont)

- Ability to lead including problem-solving, prioritising and delegating appropriately
- Ability to use own initiative and work independently whilst professionally cooperating with others as a team where required
- Excellent communication skills, able to deal with colleagues, parents and carers in an empathetic and diplomatic manner
- Knowledge and understanding of safeguarding and child protection legislation
- Experience of responding to seizures and managing epilepsy would be desirable
- Willing to undergo further training
- Experience within a school setting would be desirable
- Experience of autism and special educational needs would be desirable
- Competent user of the Microsoft Office Suite (Excel, Word, Outlook in particular)

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

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