

**Job Description and Person Specification**

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| **Job Title** | Medical Lead for Health Care (School & Residential) |
| **Reports to** | Headteacher / Head of Care / School Nurse |
| **Responsible for / working relationships:** | * Deputy Medical Lead Residential * Lead a team of First Aiders. * Regular and frequent contact with students, parents, members of staff and some contact with outside agencies. * Contacts with a wide range of telephone and personal callers to pass and receive information. |
| **Hours of Work** | 36 hours per week, Term Time Only (39 weeks) |
| **Salary** | PO1 SCP29 : £35,949 FTE per annum  Actual salary : £31,435.40 per annum |
| **Purpose of Role** | * To ensure the safeguarding of students and make a significant contribution to their efforts to their wellbeing. * To lead on whole school First Aid provision – acting as main First Aider and coordinating support from other First Aiders; to have overview of First Aid training and ensure all are up-to-date with relevant training. * To lead on risk assessments for students with medical care requirements within school and for off-site activities and residential, including the training for staff. * To oversee the administration, storage, disposal and record keeping of medication as cited in the Supporting Students with Medial Needs Policy. * To maintain records of student health concerns and train staff as appropriate (e.g. use of epi-pen, procedures for asthma attack etc.) * To actively promote good practice as stated within the Supporting Students with Medical Needs Policy. * To be able to administer medication by Peg and management of Peg, and tracheostomy. * To support the Designated Teacher for Child Protection – attend some Child Protection meetings; act as a point of referral in the absence of the Designated Teacher; and DDSL to support students with self-harm issues. * Work with students with health concerns – support to ensure appropriate attendance at lessons and continuance with learning. * To coordinate visits from the School Nurse Team to administer student vaccinations. * To assist students as necessary, with personal hygiene routines, including toilet training, changing of incontinent/sick children. * Providing assistance with the physical needs of students requiring this type of support. * Work with parents of students with health concerns – to ensure maximum student participation as appropriate. * Supervision / First Aid responsibility during social times. * To be the point of contact for parents and professionals in updating care plans and medication plans under the direction of professionals as required. * Have responsibility for informing all key staff inc. Residential deputy Medical lead of medication updates in a timely manner. Ensure all records are updated and held in pupil files. * To provide first aid care and treatment to pupils when required * To manage the Medical room and be the first port of call for first aid cover. * Attend LAC / CIN / medical appointments / meetings as required. |
| **Health & Safety Administration:** | * Completes accident / Near miss reports following incidents. * Keeps a spreadsheet an files of accidents. Follows Wandsworth process for reporting. * Ensures School Leadership Team are apprised of findings and recommendations arising from accidents |
| **Main Responsibilities** | **Medical Care**   * To assist in attending to the clinical needs of all who come in to the Medical room. * To communicate as appropriate with the School Nurse, parents and those who have care of pupils. * To be aware of, and implement, routine procedures as outlined in the medical and first aid policy. * To adhere to Individual Health Care Plans for pupils with specific health care needs. * To actively support the holistic well-being of all pupils. * To assist with ensuring a smooth running and efficient medical care service. * To provide a high standard of service to pupils, their families, employees and visitors. * To run health & first aid clinics, providing advice, treatment and medication where necessary, and onward referral to the School Nurse when appropriate. * To assist with organising and co-ordinating immunisations with the regional School Nursing Team. * To liaise closely with colleagues, parents and teachers to ensure seamless and continuous care for pupils. |
|  | **Medical Records and Administration**   * To ensure comprehensive notes and records are made in relation to incidents/accidents, and reported to relevant staff as necessary, in accordance with the school’s safeguarding procedures * Uphold medical confidentiality in line with legal duty of confidentiality to pupils and maintain medical records accurately. * To assist with maintaining medical records accurately, confidentially and safely ensuring a rapid retrieval system is in place. * To assist with ensuring relevant medical advice/guidance notes are prepared for pupils for trips and outings as necessary. * To assist health checks with external agencies. * To record the dispensing of drugs following school protocols. * Ensure that all dispensed treatment given, and supplies used are recorded. * Maintain and improve professional knowledge and competence, keep up-to-date with relevant clinical and healthcare issues relevant to schools. * To continuously promote the welfare of children and young people. * To escalate safeguarding concerns appropriately and in a timely manner * To follow procedures for safe disposal of clinical waste. * To ensure safe storage and use and disposal of medical supplies and drugs. * To assist with maintaining treatment room stock, hygiene and housekeeping standards. * To assist with carrying out weekly checks of the Defibrillator and request servicing as necessary. * To assist with the maintenance of all First Aid Kits, in line with the First Aid policy. To check all first aid boxes on site, ensuring that documentation is up-to-date, and consumables are in date. * To distribute first-aider lists and hospitalisation procedures at sites around the School. * To order supplies and maintain stock in all medical rooms and First Aid boxes. * To assist with preparation, updating and archiving of medical records. * To maintain current own First Aid Qualification and mandatory training. * To respond to emails promptly. |
| **General Requirements** | * To carry out all duties in accordance with Oak Lodge School’s medical policies, Health and Safety Policy and Procedures and in accordance with Health and Safety Legislation as appropriate. * To comply with Oak Lodge School’s operating policies and procedures as issued from time to time, particularly the School’s Safeguarding policy. * To positively contribute to your own performance management process of your personal development – particularly in respect of CPD. * To carry out any other duties that might reasonably be required from time to time according to the needs of the school. |
| **Person Specification** |  |
| **Knowledge & Experience** | * Experience of working within education, childcare provision or paediatric healthcare. * A Nursing Qualification is desirable, though not essential * Administration of medication competency. * Ability to administer medication via PEG and Tracheostomy Training & management. * Current First Aid at Work Qualification. * Paediatric First Aid qualified. (Desirable – training can be provided). * Knowledge and experience of providing first aid. * High standard of clinical work, decision making and competence. * An excellent team player with an ability to demonstrate flexibility, who can work collaboratively or independently as required. * Organised, efficient, able to identify and achieve prioritised targets. * Excellent communication and interpersonal skills, particularly listening skills combined with the ability to understand others’ needs and points of view. * Possess good basic office administration skills – including ICT (SIMS, MS Office suite especially Outlook, Word and Excel and experience of utilising databases). |
| **Safeguarding** | Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be held.  **Skills:**  Administrative and organisational skills.  Empathy and the ability to work with pupils.  Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information.  Ability to deal in a professional manner with all internal and external contacts.  **Personal Attributes:**  Motivated, enthusiastic, flexible, friendly and helpful.  Excellent interpersonal skills.  Accurate with good attention to detail.  Excellent record of attendance.  This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act and, in the event of the employment being taken up, any failure to disclose such convictions will result in  dismissal or disciplinary action by the Authority.  The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily exclude you from consideration for this appointment. |