

Role	Medical and Wellbeing Officer
Job Purpose	To provide an effective, high-quality medical care and first aid service to all members of the school community. Ensure effective management of medical records and facilities in the school.
Accountable to:	Deputy Head (Pastoral)
Line Manager of:	N/A
Accountabilities	<p>1) First Aid</p> <ul style="list-style-type: none"> a) Provide emergency first aid to staff, pupils and visitors to the school - with support, when necessary, from other school first aiders. Record any treatment given. b) Be the first point of contact for First Aid in the school and liaise with the Health and Safety Coordinator and other trained first aid staff to ensure first aid cover. <p>2) Medical care of pupils</p> <ul style="list-style-type: none"> a) Dispense / administer medication for pupils as appropriate, ensuring accurate records are maintained. Ensure that there is spare medication for all girls with asthma / nut allergies / EpiPens etc or any other conditions that require special medication. Check and notify parents when dates on medication are about to expire so new medication can be sent into school. b) Supervise the medical room (including care of sick, injured and distressed individuals until better and further care can be arranged with parents, hospital). Contact parents to arrange collection if the girl is so unwell that she cannot stay in school. c) Work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g. asthma, diabetes, epilepsy, disordered eating etc) to enable them to attend and benefit from school. d) Work with teachers to identify children with particular developmental concerns, assess their health status and refer to specialist services where necessary. e) Advise the Head in the development of health-related policies, preventive or risk reduction programmes of work around any

	<p>specifically identified school needs, e.g. nutrition, physical activity, medical checks, teenage pregnancy initiatives, nut allergies, obesity.</p> <p>3) Medical records and information</p> <p>a) Ensure pupil medical information is shared with those who need to know it via appropriate channels. Uphold medical confidentiality in line with legal (common law) and statutory duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely. Compile and record basic medical information (height and weight) for new pupils and girls in Years R, 7 and 10 and initiating appropriate response, where necessary.</p> <p>b) Maintain and update medical records for Junior and Senior Schools on SIMS and CPOMS and ensure that the medical files in the Medical Room are updated and kept securely.</p> <p>c) Working with the Data and Office Manager, keep an up-to-date record of pupils with medical problems on SIMS ensuring that HCP's (Health Care Plans) are held and regularly reviewed in consultation with parents.</p> <p>d) Keep up to date Risk Assessments and PEEPS for any pupils who have a medical issue in consultation with the parents and staff.</p> <p>4) Medical compliance</p> <p>a) Implement and maintain arrangements for first-aid provision to comply with statutory and GDST requirements, including risk assessment to determine the total numbers of first-aid personnel required.</p> <p>b) Implement and maintain accident reporting arrangements, such as SPHERA and RIDDOR, ensuring they are compliant with GDST and regulatory requirements.</p> <p>c) Contribute to the development of School Major Incident Plans; including a response to outbreaks of communicable diseases.</p> <p>d) Attend, constructively participate in and prepare reports as required for the school Health and Safety Committee. Liaise with Junior School staff to ensure their First Aid / medical concerns are addressed.</p>
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	<p>5) Teaching and learning</p> <ul style="list-style-type: none"> a) Contribute to the PSHE curriculum as directed. <p>6) Communications and Vaccinations</p> <ul style="list-style-type: none"> a) Advise parents and staff on medical issues, immunisation programmes and outbreaks of communicable diseases. b) Liaise with the School Age Immunisation Service to make arrangements for immunisation visits to school, as necessary <p>7) Training & development of self and others</p> <ul style="list-style-type: none"> a) Maintain and improve professional knowledge and competence, keeping up to date with professional and medical issues relevant to work in schools. b) Provide training, support and advice for teachers and other staff on specific needs / issues e.g. use of epi-pens, diabetes care, epilepsy, allergies, anaphylaxis, substance misuse, head lice. <p>8) Supporting the work of the GDST</p> <ul style="list-style-type: none"> a) Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice. b) Attend and participate in relevant GDST courses and forums.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school's vision and current objectives outlined in the School Development Plan, contributing to the school's long-term success and reputation. b. Support and contribute to the school's financial sustainability and efficiency by seeking value for money in all school activities and decisions. c. Positively advocate for the school, actively contributing to the school's marketing efforts and public relations by promoting its values, strengths, and achievements and participating in events and activities aimed at pupil recruitment and retention.

	<p>d. Contribute to the school's programme of co and extra-curricular, enrichment, partnership and outreach activities, enriching the pupil experience beyond the classroom.</p> <p>e. Support and contribute to the school's responsibility for safeguarding pupils, promoting their welfare and protection in all aspects of school life and being vigilant for indicators of harm, actual or potential, outside of school and reporting concerns as necessary, in accordance with the school's safeguarding policies.</p> <p>f. Work within the school and GDST's health and safety policies to ensure a safe working environment for all staff, pupils, and visitors.</p> <p>g. Work within the school and GDST's diversity and inclusion policies, promoting equality of opportunity for all pupils and staff - current and prospective.</p> <p>h. Abide by the school and GDST's data protection and cyber security policies to preserve the security and integrity of personal and corporate data and systems.</p> <p>i. Support the school and GDST's commitment to sustainability, actively working towards environmental goals and promoting sustainable practices in school operations.</p> <p>j. Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with pupils, parents, colleagues and the wider community.</p> <p>k. Engage actively in the performance review process and take advantage of appropriate training and development opportunities to improve skills and performance.</p> <p>l. Adhere to policies as set out by the GDST and the school.</p> <p>m. Undertake other reasonable duties related to the job purpose as required from time to time.</p>
<p>Safeguarding requirements</p>	<p>This role will involve daily contact with children. The Medical and Wellbeing Officer will therefore be engaging in regulated activity and an Enhanced DBS with Barred List checks, and Prohibition from Teaching checks will be required. All school staff have a responsibility to work in accordance with statutory requirements and GDST Safeguarding and Child Protection policy and procedures.</p>

Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
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Person Specification

Skills Required

Excellent written and verbal communication skills	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
High standard of clinical work, decision making and competence	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Good IT skills, sufficient to handle the maintenance of a school database of pupil medical details (SIMS), working knowledge of Microsoft office Excel, Word, Outlook email and ability to input accident data into a database, eg SPHERA	Essential
Accuracy and attention to detail	Essential
Teaching skills / Ability to organise group sessions	Desirable
Ability to undertake and write risk assessments	Desirable
Ability to analyse data and produce reports incorporating this data graphically	Desirable

Knowledge Base

Awareness of health needs of the school aged population	Essential
An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention	Essential
Knowledge of child protection procedures	Essential
Awareness of current developments in public health services and legislation	Desirable
Awareness of current developments in school nursing services, primary care and health promotion	Desirable
Knowledge and understanding of the process of risk assessment and risk management	Desirable

Qualifications/Attainment

In date First Aid at Work qualification or willingness to obtain after joining	Essential
Degree qualified, or equivalent	Desirable
Administrative qualification at Level 3	Desirable
Counselling training or qualification	Desirable
Professional development, e.g. Asthma, Diabetes, Sexual Health, Mental Health, audit and research, health promotion training	Desirable
First Aid instructor qualification	Desirable

Experience

Experience of administering first aid in the school or workplace	Essential
Experience of office administration	Essential
Experience with working in a school or with children and families	Essential
Experience in counselling	Desirable
Experience of occupational health and infection control	Desirable

Attitude/approach

Professional and approachable attitude	Essential
Motivated	Essential
Reliable	Essential
Assertive when appropriate	Essential
Commitment to continuing professional development	Essential
Able to work in a confidential manner and observe and adhere to data protection and medical confidentiality regulations	Essential
Willingness to play a part in the overall developments of the school, including a commitment to attend Open Days	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential