



HARRODIAN

JOB DESCRIPTION for MEDICAL AND WELFARE OFFICER

Introduction

The Medical and Welfare Team is part of a wider pastoral team whose aim is to promote the physical health and emotional wellbeing of the pupils. This support is designed to meet a wide range of day-to-day needs, from meeting the physical needs of some pupils and the administration of First Aid, to guiding pupils who might need psychological support.

Purpose

To support all pupils and staff with their first aid and medical needs and to assist with the administration of the medical and welfare department. To provide on-site health support to pupils and staff throughout the School, as well as on school trips, at school events and at school sports fixtures. To promote health education throughout the School's community.

Main Responsibilities

First Aid Duties:

- Administration of on-site First Aid, emergency care, advice, treatment or referral, in line with the NMC Code of Conduct, whilst operating within your capabilities, to pupils and employees of and visitors to the School;
- In consultation with the Medical and Welfare Lead, monitor the provision and upkeep of First Aid equipment and AEDs throughout the School; monitoring the suitability, calibration and use of said equipment;
- In consultation with the Medical and Welfare Lead, support the safe and effective management of sports injuries within school in consultation with the Head of PE and Games, including oversight of the graduated return to play protocols following concussions;
- Assistance with the provision of First Aid guidance and training to staff, including First Aiders, and pupils on general medical matters and processes, as required;
- Assistance with the provision of up-to-date refresher courses to staff regarding the use of First Aid equipment and AEDs;
- Liaison with First Aiders in charge of activities throughout the School and, in particular, Sport.

Accidents/illness at school:

- Acting as the first point of referral and contact for sickness, accidents and emergency care on the school site, with scene management where required;
- Making referrals to hospital as required; arranging for transportation and accompaniment as necessary;
- Immediate liaison with the Head of Section and pupil's parents in emergency cases; follow up of such cases, as required;
- Ensuring accident reports are completed and recorded in the School's accident report book and on SIMS according to agreed school policy.

Administrative Duties:

- Monitoring the Medical Team email account (including regular monitoring during the school holidays), answering telephone calls and emails in a friendly and professional manner;
- Maintaining and updating pupil medical records accurately, comprehensively and confidentially on the School's system (SIMS/Day Book) in accordance with the NMC Code of Conduct and data protection regulations;
- Checking daily Absence lists and liaising with Form Teachers and Heads of Years with regard to monitoring absences for patterns, groups, etc.;
- Ensuring accident reports are completed and recorded in the School's accident report book and on SIMS in a timely fashion and according to agreed school policy;
- Maintaining an accurate and detailed log of all accidents and liaising with the Operations Director regarding Health and Safety at school;
- Understanding and following recommended procedures and protocols for the safe recording, storage, usage, dispensing and disposal of medical supplies and drugs;
- Maintaining and accounting for sufficient treatment room medical supplies, excellent hygiene and tidiness;
- Liaison with the Medical and Welfare Lead to ensure the treatment room is adequately resourced;
- Ensuring first aid kits around the School are accounted for, monitored and properly restocked and cleaned at the end of each half term;
- Provision of first aid kits for trips / events / activities, as required;
- Provision of a list of locations of first aid boxes around the School, as required;
- Provision of a list of First Aiders, as required;
- Provision, maintenance and appropriate sharing of an up-to-date and accurate list of medical allergies and conditions for members of the school community, as required.

Health Education and Preventative Measures:

- Promoting the wellbeing, mental and physical health of all members of the School community;
- Attendance at departmental meetings and participation in the formulation and updating of departmental policies and protocol;
- Preparation, management and appropriate sharing of individual Health Plans for pupils with chronic health conditions, e.g. diabetes, epilepsy, asthma, anaphylaxis and allergies to enable pupils to participate fully in school life;
- Provision of specialised training to staff, e.g. Trips Coordinators and staff going on school trips, as necessary, regarding medical issues such as asthma, epilepsy, diabetes, allergies, the administration of medicines and the use of adrenaline auto-injectors;
- Reviewing pupil medical records, absence lists, and accident/incident reports and reporting any urgent or immediate concerns to the Safeguarding Lead;
- Liaison with the School counselling team; acting as a point of contact for pupils with emotional problems and referring these on, as required;
- Liaison with Designated Safeguarding Leads; acting as a point of contact for pupils with safeguarding issues and referring these on, as required;
- Attendance by at least one member of the Medical and Welfare Team at the weekly All Staff meeting, currently taking place on Mondays at 08:00;
- Attendance by at least one member of the Medical and Welfare Team at the weekly DSL meeting, currently taking place on Tuesdays at 16:15. Any changes to this in subsequent years will be notified to the Medical and Welfare Team by DSLs;
- Working with teachers to identify students with particular developmental concerns, assess their health status and make specialist referral recommendations where necessary;
- Assisting with the organisation and management of any COVID-19 or any other future pandemic-related actions; including testing procedures, vaccinations and other requirements;

- Assisting with the organisation and management of any immunisation or other illness/disease prevention programme deemed necessary by the School or London Borough of Richmond upon Thames; keeping staff and parents informed of any relevant issues;
- Participation in the development and delivery of the School's PSHE programme;
- Support of the Catering Team in the development of the School's nutrition provision and the promotion of healthy eating and positive relationships with food;
- Participation in the School's provision of pastoral care, liaising with teaching staff, parents, guardians and carers;
- Remain current with regard to health promotion initiatives and maintain a firm link with the London Borough of Richmond upon Thames to learn about best practice in vaccination and health monitoring, and to implement this best practice at Harrodian;
- Understanding and maintaining own knowledge of Health and Safety issues;
- Delivering appropriate training to staff and pupils as required and assisting with any other duties to ensure the smooth running of the School.

Other Duties:

- Maintain a minimum qualification level of a valid one-day Emergency First Aid at Work certificate at all times;
- Maintaining absolute confidentiality in all relevant aspects of work;
- Playing a full part in the life of the school community, supporting its distinctive mission, ethos and policies;
- Off-site and Out of Hours provision: participate in the nursing team rota to provide First Aid cover at certain key events in the school calendar, such as the annual carol service, the school Christmas Fair, Sports Days, etc., some of which are held off site. Team members should be willing to take a fair, pro rata share of such events during school term times, including a small number that may extend into the early evening. Events such as Saturday sports fixtures are covered on an optional basis by mutual agreement. Hours worked beyond the contracted working day are paid via a timesheet system.;
- Being a source of advice and signposting for parents and staff in finding medical help;
- Complying with relevant Harrodian policies and procedures, including safety and safeguarding procedures, at all times.

Arrangements

The post will be based from the Medical and Welfare Office.

Authority

In the execution of his/her daily duties, the post-holder will report to the Medical and Welfare Lead, the Operations Director, the Head of PE and Games and the House Manager.

General

This job description should be regarded as enabling rather than prescriptive. It will be subject to regular review as the needs of the School evolve. It may be subject to modification at any time after consultation with the post holder. This list of duties is non-exhaustive and you may be required to undertake other reasonable and comparable duties as the Operations Director and Senior Leadership Team may require from time to time.