

**JOB DESCRIPTION**

**MEDICAL SUPPORT ASSISTANT**

**MEDICAL SUPPORT OFFICER**

**BUCKS PAY RANGE 3 POINT 16 TO 20**

**Job Purpose**

Carry out the duties of the Medical Support Officer.

**Accountability**

The post-holder is accountable to their line manager in all matters. In undertaking this post, the Officer must maintain the qualifications, skills and competencies required to fulfil the post to the highest level of professionalism and competence.

**Responsibilities**

* Assessing, developing, implementing and evaluating individual health needs involving other members of the Academy as and when appropriate.
* Maintaining first aid boxes and ordering relevant medical supplies and equipment.
* Ensuring the provision of comprehensive and high quality health related support across the Academy in order that each child is enabled to reach their full potential and not be disadvantaged through ill health or disability.
* Planning, organising and assisting with the screening and immunisation programmes for Academy age students in line with National recommendations, Trust policies and procedures.
* The application of first aid, as and when required and the maintenance of appropriate records.
* Holding and issuing of medication (following prior agreement with parents/carers) and the keeping of relevant records.
* Maintaining the electronic Accident report to Bucks County Council and investigating accidents. Liaising with the Estates Manager to find ways to avoid similar accidents.
* Supplying appropriate medical supplies and equipment for educational visits and excursions.
* Keep accurate records, observing the confidentiality of records in accordance with the Nursing and Midwifery Council Code of Professional Conduct.
* Supervises the arrangements for medicals, eyesight tests, dental inspections which are carried out by the School Health Service.
* The Medical Officer will be expected to model acceptable behaviour, encouraging good social skills and adhering to defined standards.
* He/she will implement and promote the Academy’s equal opportunities policies at all times valuing the cultural diversity of the Academy.
* To support the Senior Team/Achievement Directors by stocking and providing selected uniform items for emergency use.