



Health Care Practitioner

Responsible to: Deputy Head (Seniors) and Bursar.

Duties:

- To provide a professional and caring health care service for all St Augustine's Priory pupils.
- To plan and evaluate patient care until a parent or senior medical practitioner assumes responsibility for the child's care.
- To administer the necessary treatments as required for allergies and conditions for all cases agreed by the SLT/Head/Parents.
- To advise on individual cases for children with specific needs as required.
- To participate in the promotion of health education and well-being within the School.
- To actively participate in the promotion of good communications throughout the School.
- To work within the guidelines of the NMC Code of Professional Conduct.
- To maintain appropriate client documentation and report on these as required to the SLT and Head, both orally and in writing.
- To lead on the provision of First Aid training for staff and pupils, for example PHSEE and INSET, and to maintain accurate records.
- To record and analyse accident and near miss reports and make recommendations in relation to emerging trends and the requirement for risk assessments
- To prepare all medical reports and medication plans for children taking part on school events and field trips and liaise with Educational Visit Leaders
- To ensure cost effective use of Health Centre resources.
- To understand and ensure correct storage and administration of drugs
- To arrange the purchase of medical supplies following consultation with the Bursar, to check and record the amount, prices and condition of all supplies and deliveries.
- To ensure the secure custody of medical stock and First Aid equipment, as appropriate, within each of the departments.
- To assist in other duties in support of other activities at St Augustine's Priory as may be reasonably required.
- Maintain records for and supervise storage of pupil medicines in school, for example, Epipens and inhalers.
- Oversee and organise the immunisation schedule carried out by the Ealing School Nursing Service as required.