

JOB DESCRIPTION

Job Title: School Nurse

Reports to: Head Nurse and ultimately the Deputy Head (Pastoral)

Purpose of Job: To be responsible for all aspects of the medical care of pupils and staff whilst they are on site.

He or she will also play a key role in the promotion of good health and wellbeing within the school. The school nurse also works closely with the Boarding team to help ensure the medical needs of the boarders are met.

The hours of employment can be adjusted to suit the appropriate candidate, however they are currently up to 33 hours a week, term time only.

KEY RESPONSIBILITIES AND DUTIES

Clinical practice

- Adhere to the NMC code of professional conduct and be conversant with the scope of professional practice
- To care for the pupils in the broadest terms of their health: physical, emotional and mental, by using evidence-based practice to develop and maintain a high quality of nursing care.
- To provide emergency and first aid care to those on St Hugh's school site, if required.
- Prioritise health problems and intervene appropriately to assist pupils and School staff in complex, urgent or emergency situations, including initiation of effective emergency care
- Implement and evaluate individual treatment plans for pupils with complex or long-term conditions
- Manage accidents and illnesses of pupils, staff and visitors and administer treatment. Inform parents as appropriate.
- Administer medication as appropriate.
- Provide first-aid support at School sports events when required
- Ensure that a code of confidentiality, including the school safeguarding policy, is adhered to.

Communication

- Liaise fully with colleagues at the beginning and end of each shift to ensure a full handover takes place
- Liaise with the Head Nurse on Medical Centre issues as required
- To establish good channels of communication with all departments within school, in particular the boarding team, to ensure holistic care is given to each pupil.
- Provide health information to Matrons, House parents as appropriate
- Communicate effectively with parents when required
- Work closely with the Pastoral Leadership Team and Safeguarding team and Health and Safety Committee and liaise with the head nurse, house parents and matrons.

Professional

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)
- Provide accurate and complete records of patient consultations and drug administration consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care
- Promote and safeguard the welfare of children and young persons for whom s/he is responsible; understand and apply national and School Safeguarding and Child Protection policy that supports the identification of vulnerable and abused children; and discuss urgently any concerns with the Safeguarding lead
- Ensure medical records are kept accurately and safely, both in hard copy and/or electronically (via iSAMS)
- Ensure all personal data is processed in line with the General Data Protection Regulation (GDPR)

Risk Management

- Ensure the safe storage, rotation and disposal of drugs is undertaken
- Document controlled drugs according to legal requirement
- Undertake mandatory and statutory training
- Apply infection-control measures in the Medical Centre according to local and national guidelines
- The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's safeguarding and child protection policies and procedures at all times.

Medical Centre Administration:

- Manage/oversee the off games list - update daily/liaise with the Sports department.
- Record all pupil medical consultations, dispensing of drugs, and communications on ISAMS.
- Record all safeguarding concerns on 'my concern'
- To maintain patient confidentiality always applying the latest NMC guidance.
- Liaise with local PCT's regarding Pupil Health Screening, safeguarding and other external agencies.
- Liaise with NHS school Nurses regarding National HPV vaccination campaign and Flu campaign.

- Operate procedures for control of infectious diseases.
- Liaise with Head of Catering regarding pupil's dietary requirements.
- Liaise with Health and Safety committee and deputise when necessary.
- Record and maintain Accident Reports and report to Health and Safety Committee
- Maintain accurate patients records in keeping with the NMC requirements.
- Advanced Safeguarding lead and member of Wellbeing Committee.
- Attend regular training programs to maintain Continued Professional Development in line with NMC requirements.
- Arrange for boarders to see GP, Dentist, Minor injuries.
- Arrange for any pupil or staff to attend hospital in an emergency.

We are continually looking at ways to promote excellent healthcare within the school community and a willingness to be involved / undertake training in the following section would be an advantage, however not essential. whilst the section below would be good to have it is not essential.

Healthcare Promotion:

- Teaching first aid courses (Nuco) to staff and pupils - Reception to Year 8
- Participate in and promote Health Education initiatives within the school community
- Take part in the delivery of medical aspects PHSE Education to pupils where appropriate, liaison with the Head of PSHEE.

This list of duties is not exhaustive but comprehensive.

Person Specification:

| Attributes | Essential | Desirable |
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| Qualifications | Professional Nursing Qualification and registration First Aid at Work Certificate | School nurse specialist practitioner qualification First Aid instructor |
| Experience | Knowledge and experience of providing nursing care for children in schools | Experience of providing first aid care to children |
| Training | Demonstrable evidence of continued professional development | Safeguarding and Child Welfare Training DSL level |
| Skills and abilities / Special Knowledge | <ul style="list-style-type: none"> • Good keyboard and IT skills; • Well organised, good planning skills- working in co-operation with colleagues; • Good team-working skills, shares ideas, listens well, values opinions of others; • Able to prioritise and manage time well, willing to be flexible and adjust plans as priorities change; • Able to use own Initiative; • Logical, common sense approach whilst being able to anticipate needs and expectations of others; • Excellent communication skills - able to communicate effectively and appropriately with team colleagues, other staff, parents and pupils. | |
| Additional attributes | Ability to work calmly & effectively under pressure. | |

Date: September 2021