

Job Description

Job Title: School Nurse

Reports To: Lead Nurse initially and then Director of Operations

Purpose of Job:

To provide a clinically effective, high quality and professional nursing service to the School community, including emergency and in-patient assessment, treatment and care to pupils, and emergency and first aid care to anyone either working at or visiting the School.

Place of Work:

Based in the School Health and Wellbeing Centre, but may be required to visit other areas of the school site as required

Main Responsibilities:

Nursing Care

- Provide a nursing service to pupils and staff, ensuring all pupils are seen promptly when the need arises and assessed to identify any further requirements. Provide a day surgery for pupils alongside open access “drop-in” sessions to provide them with personalised support and advice in areas such as relationships, managing stress and risk-taking behaviours. Be available to attend to any further health problems which may arise out of surgery hours.
- Review, monitor and record the health status of all pupils, and particularly all new Boarders, on entry to the School, and annually in accordance with Royal Russell medical procedures, including assisting the School Doctor with routine medicals.
- Work with staff, parents, carers and pupils to reduce above average absence due to sickness, supporting pupils with long-term conditions to enable self-care in School.
- Provide nursing care for boarding pupil inpatients within the Health and Wellbeing Centre.
- Continually enhance own professional knowledge and competence by keeping up to date with professional and clinical developments and best practice in the nursing profession and related areas, as well as changes in nursing practice.
- Ensure that the medical rooms, facilities and first aid kits throughout the School are maintained to School requirements; that all dispensed treatment, medications and all supplies used are recorded in accordance with drug dispensing protocols, and that strict hygiene and safety rules in the Health and Wellbeing Centre are observed by all.. Restocking of medical supplies as required.
- Provide contraceptive advice to pupils as required.

Administration

- Maintain medical records accurately, confidentially and safely. Keep nursing records to a high standard
- Input and update pupil medical information on iSAMS so that relevant information is shared with the teaching team

- Maintain and ensure that the asthma and adrenalin auto-injector register is kept up-to-date with care plans and in date medication stored for those pupils by liaising with parents/guardians as required.
- Dispense medication as appropriate to pupils with special medical needs who are unable to self-medicate
- Develop and maintain individual risk assessments, individual healthcare plans and personal evaluation plans as required for pupils with medical needs requiring support either in the short or long term, ensuring that relevant staff are informed accordingly
- Carry out safe storage, usage and disposal of medical supplies and drugs and follow School procedures for safe disposal of clinical waste, including keeping required records

Health Education

- Promote health education throughout the school population
- Assist in the development of a School Health Promotion plan by actively supporting the School PHSE programme to support the care and wellbeing of pupils and staff
- Provide training, support and advise teachers and other staff on specific health needs/issues e.g. use of epi-pens, asthma inhalers, diabetes care, epilepsy, allergies, substance misuse, head lice etc

Pastoral Care

- As part of the Pastoral team, create a climate in which pupils feel happy and relaxed to approach any member of the team including the School Counsellor, Housemaster/Housemistress (HoM) or Deputy HoM, Tutors or the Deputy Head Pastoral as well as other nursing staff.
- Devise and implement strategies, in conjunction with The Lead Nurse and Deputy Head Pastoral to ensure that the most vulnerable pupils and those with particular personal needs (e.g. those with diabetes, a history of self-harm, caring responsibilities, mental health conditions) are identified and appropriately supported.
- Support the other members of the Health and Wellbeing Team, including liaising with the School Counsellor, the Child Protection Officer and external agencies as appropriate to identify and safeguard pupils who may be at risk of, or suffering from physical, sexual, emotional abuse or neglect.

Health and Safety

- Implement and maintain arrangements for first aid provision to comply with statutory and School requirements, including risk assessment to determine the total number of trained first aiders required, the training of first aiders, maintenance of records, accident reporting arrangements (using RIDDOR), statutory notices and stocking of first aid boxes.
- Advise on, develop and operate procedures for the control of infectious diseases.
- Advise the Lead Nurse and members of the School Leadership Team in the development of health-related policies, the health and safety implications of medical provision, preventative or risk reduction programmes for any specifically identified School needs as part of an overall health promotion programme eg nutrition, obesity, physical activity, allergies etc.

Liaison

- To identify any deviation from normal health, likely to impact on a pupil's development or capacity to learn, and respond accordingly, liaising with appropriate health professionals, including doctors and other healthcare professionals.
- Ensure that relevant parties (particularly a pupil's parent/guardians, House staff) are advised of specific situations as quickly as possible as and when the need arises eg when there is an outbreak of a communicable disease, or an immunisation programme.
- Organise and assist The School Doctor with surgeries during the week including routine medicals.
- Actively contribute to and participate with colleagues as required in the production of reports for the School Health and Safety Committee, School Risk Register or School Incident Plans including a response to outbreaks of communicable diseases.

Other responsibilities

- Ensure the safety and wellbeing of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Display correct staff identification at all times whilst on site.
- Adherence at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of yourself and colleagues as well as pupils, staff and visitors.
- Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population.

In addition you will undertake other such specific duties which may from time to time be reasonably assigned by the Lead Nurse or Director of Operations. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

July 2024

Person Specification – School Nurse

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
Education and Qualifications	<ul style="list-style-type: none"> GCSE in Maths and English at Level 4 or above, or equivalent RGN/RSCN/SCPHN registration with a current NMCPIN Evidence of and commitment to continuing professional development 	<ul style="list-style-type: none"> First Aid at Work Certificate 	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
Knowledge and skills	<ul style="list-style-type: none"> A good understanding of the principles of child protection and child surveillance programmes Knowledge of child protection procedures and confidentiality issues Ability to work to deadlines and remain calm under pressure Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines Ability to work independently with initiative as well as part of a team Good IT skills, record keeping and with the ability to maintain accurate electronic records 		<p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p>
Experience	<ul style="list-style-type: none"> At least 2 years post registration experience preferably including paediatrics or adolescent health and Accident and Emergency Experience of working unsupervised in a healthcare setting 	<ul style="list-style-type: none"> Experience of paediatric nursing Previous experience within a school environment 	<p style="text-align: center;">A</p> <p style="text-align: center;">I</p>
Personal competencies and qualities	<ul style="list-style-type: none"> Enjoys working with children and young people Warm, open personality with positive attitude and able to work in a patient, calm manner with when dealing with accidents/first aid issues Ability to build relationships with pupils, parents and members of staff Strong organisational skills Works well in a team Commitment to high standards of clinical care A self-motivator, with the ability to think pro-actively 		<p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p>
Other requirements	<ul style="list-style-type: none"> Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults Flexible approach to working hours/rosters Empathy with the ethos and aims of Royal Russell School 		<p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p>

I acknowledge receipt of this job description dated July 2024 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed:

Dated: