



## **School Nurse Job Description**

### **Responsibility**

The School Nurse will be appointed by and be responsible to the Director of Finance & Operations.

### **Job Role**

Your primary responsibility will be to provide health services to students when they are at school. For example, you will treat injuries and mild to acute illnesses, or support students with chronic illnesses. You will also help with preventive care by educating students on how to avoid communicable diseases and having proper hygiene

### **Tasks**

#### **First Aid**

- Maintaining and issuing the list of qualified first aiders in the School
- Maintaining the list of first aid boxes within the School and ensuring that they are kept fully stocked
- In consultation with Deputy Principal - Pastoral arranging suitable qualifying and re-qualifying first aid courses
- Providing care for pupils and staff who are ill or injured during the working day
- Liaising with the primary first aiders in the School
- Ensuring that any medications given in the School are provided in accordance with agreed procedures.

#### **Administration**

- Maintaining the health records for all staff and pupils
- Assisting with budgeting for the medical room including first aid facilities/equipment and first aid training
- Monitoring and recording all accident report forms generated in School
- Reporting any RIDDOR incidents to the Director of Finance and Operations
- Assessing medical forms from prospective pupils and newly appointed and prospective staff
- Ensure compliance with national and local health laws

#### **Preventative Health/Health Promotion**

- Arranging and conducting medicals/health interviews for pupils in reception and years 3, 6, 7 & 10.
- Planning and implementing, in conjunction with the local child health team, a full programme of childhood vaccinations
- Referring pupils and staff with mental health issues to the counselor or appropriate pastoral staff

- Discussing healthy eating issues with the Catering Manager
- Reporting any pupil allergies to relevant staff and the Catering Manager
- In conjunction with School's PSHE teams deliver health promotion in school, including healthy lifestyles
- Attend weekly Pastoral Meeting

### **Teaching and Training**

- Planning and teaching of PSHE & sex education in conjunction with the School's PSHE team
- Training staff to deal with specific health problems
- Training staff to deal with specific medical emergencies
- Training staff to administer certain medication e.g. epipen

### **Child Protection**

- Referring to and seeking advice from Social Services as necessary
- Attending case conferences as and when necessary

### **Health & Safety**

- Reading and complying with the employers Health and Safety Policy both for their own protection and for all other employees, pupils and visitors on site.
- Advising the health & safety committee as required
- Drafting and amending health & safety procedures as required.

<b>Reviewed:</b>	<b>May 2022</b>
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<b>Person Specification - School Nurse</b>		
<b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Registered first level nurse with current NMC membership</li> </ul>	<ul style="list-style-type: none"> <li>School nursing qualification or equivalent knowledge</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Minimum of 1-year post-registration experience.</li> <li>Experience of working with children/adolescent clients</li> <li>Experience of community working</li> </ul>	<ul style="list-style-type: none"> <li>3 years post qualified experience</li> <li>Experience of working in a school environment</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively with school-age children and their families.</li> <li>IT skills</li> <li>Good written and oral skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to provide training on manual handling and first aid at work</li> <li>Counseling skills</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Evidence of ability to work as an effective member of a team.</li> <li>Ability to work autonomously.</li> <li>Ability to organise/manage own time effectively.</li> <li>Knowledge of Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>Occupational health expertise</li> </ul>
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>Motivation to work with children and young people.</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>Emotional resilience in working with challenging behaviours.</li> <li>Positive attitude to use of authority and maintaining discipline.</li> </ul>	

Method of assessment will be via content of the application form, professional references, interview and the production of certificates.