

Job Title	School Nurse
Date	November 2022
Department	Pastoral
Reports to	Senior Deputy Head Pastoral & Academic
Responsible for	Supporting pupils' health and wellbeing on a day to day basis and to take a pro-active approach to the overall health and well-being of the entire school population.

Purpose of the Role

To provide a first class, responsive School Nursing service that promotes good all round health and provides first aid, medical treatment, advice and support for pupils and staff.

Work proactively to ensure that staff have the correct knowledge to support pupils, reduce reliance on nursing services by delivering effective health education and identify opportunities to improve the pastoral care across the School.

Deliver a service that is sympathetic to the requirements of a public health agenda.

Departmental Information

The School Nurse is based in the onsite Health Centre which has an office, treatment room and hospital bed area for sick day pupils to rest whilst awaiting collection by parents/guardian. The school also has a GP who works in school each Wednesday, alongside the nurse. The GP sees any boarding students on this day but the boarding students do have access to an NHS GP practice too.

There are also 2 counsellors who visit the school on a part time basis.

Main tasks and responsibilities

Clinical

Ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis.

Treating pupils and staff as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate.

Where necessary, arranging to get the pupil / person home safely or to alternative care, e.g. the individual's GP or to hospital.

Coordinating immunisation programmes. Taking a pro-active approach to ensuring maximum take-up by overseeing the consent process. Liaising with local health authorities in the organisation of immunisation programmes. Maintaining records on electronic register where appropriate.

Administering medication according to School policy and ensuring adequate and correct stock levels. Train the required staff in the administration of all medication according to school and local and national guidelines.

Be aware of and use 'Gillick Competence' and 'Fraser Guidelines' in the assessment of pupil's needs.

The School Nurse liaises with the School Counsellor on a periodic basis to review any recommendations/involvement required.

Development and updating of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities. Providing general advice and training for staff for initial care of pupils with particular medical needs and liaising with the Catering Department.

Maintaining electronic records of daily visits to Medical Centres or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information

Regular meetings with senior pastoral staff (Principals, Deputy Heads, Assistant Heads, Senior Housemaster etc.) to provide advice on effective pastoral care for particular pupils.

The School Nurse works closely with the Senior Management Team, House Staff School Counsellor (part-time) and GP (part time) but at all times exercises judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children.

Facilities and Resources

Ensuring that the Medical Centre is appropriately staffed, stocked and equipped, meeting current regulations.

Ensuring safe storage, usage and disposal of medical supplies and drugs.

Provision of first aid kits around the school and replacement of supplies.

Health Education to Staff/Pupils

When requested, contributing to topics within PSHE schemes of work and / or other assemblies.

As appropriate, raising awareness of medical, mental health and general wellbeing issues to pupils and staff throughout the School – this may be by distributing appropriate material via pastoral staff, updating health issues notice boards or running information sessions.

Support staff directly with regards to their own health concerns and sign post to the relevant professionals.

Health and Safety

To be aware of employee responsibilities for the Health and Safety of themselves and others and work in a safe and secure manner with due care towards the health and safety of oneself, and other staff and pupils.

Working with staff to ensure the timely completion of accident reports and following School policy in the submission of RIDDOR reports.

Work alongside the H&S Manager to devise appropriate updates.

Medical representation on the School Health and Safety Committee

Training, Education and CPD

To attend mandatory training sessions such as Basic Life Support, Safeguarding Children Level 3.

When requested, provision (good practice) of first aid updates for members of staff, particularly Games staff or those regularly involved in residential trips recalls of meds and equipment

Assist with the review of medical documentation and policies annually, and the development and implementation of new policies as required.

To help identify areas of knowledge for staff in relation to school health issues.

Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school.

To participate in staff programme for training, in particular safeguarding and Health and Safety.

To maintain and develop own professional knowledge and awareness and NMC revalidation programme.

Ensure compliance with the NMC Code of Conduct of Professional Practice and other N.M.C advisory papers

Maintain an involvement with the R.C.N Independent School Nursing Forum.

General

Ensure that all documentation is stored and processed in line with GDPR requirements.

Oversee the registration of overseas pupils with the local GP surgery.

Gathering information, preparing reports and working with other appropriate staff to prepare for regular policy audits by the Governing Body.

Providing cover for sports fixtures, games sessions and other events as required. - Some additional Saturday working may be required to cover fixtures and events but adequate notice will be given in advance.

Carrying out such other duties within the post holder's capabilities as may be reasonably requested from time to time.

Share in the corporate responsibility for the well-being and discipline of pupils.

Promote the good work of the school in the wider community.

Person Specification

Educational/Professional Attainment

RN Child, RSCN or RGN with paediatric experience and currently on the NMC Register

Public Health qualification.- school nursing or health visiting

Current 3 Day at Work First Aid certificate.

Maths/GCSE A* - C or equivalent

Essential Experience, Knowledge and Skills

Five years post registration experience

Experience of working with children and young people

Management information systems

Able to demonstrate an understanding of school protocols and policies and a full acceptance for compliance.

A working knowledge of the requirements of GDPR and its implications for handling, processing and storage of sensitive data.

Medically fit to be able to copy with a demanding site.

Desirable Experience, Knowledge and Skills

Paediatric and or school nursing experience.

Evidence of relevant CPD

Experience of school database systems (ISAMS)

Up to date knowledge of ISI requirements for medical provision in schools/boarding schools.

An up to date working knowledge of child protection and safeguarding.

<p>Computer literate</p> <p>Ability to work independently without medical back up on site.</p> <p>Ability to work without direct supervision and plan workload independently.</p>	<p>Experience of working with a culturally diverse population.</p> <p>Experience of supporting children who have severe SEND.</p> <p>Experience of PEG feeding.</p> <p>Knowledge of medication prescribed for ADHD/ADD.</p>
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Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.