

## Job Description

<b>Job Title:</b>	<b>School Nurse</b>
<b>Grade:</b>	<b>Single Status Grade 7</b>
<b>Responsible to:</b>	<b>Principal/DSL</b>
<b>Responsible for:</b>	<b>First Aid Provision, Medical Care, Record Keeping and Compliance</b>

### **Purpose of the Role:**

To oversee the day to day running of the School's First Aid Department, to provide the medical care of all pupils within the pupil first aid/medical room. The post holder will lead on ensuring all school staff are aware of particular medical issues/health care plans for those pupils; to accurately update and manage the pupil data in an effective and timely manner, ensuring confidentiality is maintained and data is accessible to the relevant parties.

### **Key Tasks:**

- Provide medical attention and administer first aid to pupils and staff within the school. Liaising with parents/carers to collect unwell/injured pupils.
- To oversee the administration and management of the care of medicines given to pupils in school requiring regular or emergency medication (i.e. epipens, asthma inhalers, diabetes medication), and to ensure correct parental consent is in place in accordance with County guidelines.
- To keep accurate records of any medicines administered and prioritise that medical registers are always up to date. To be aware of the expiry of medicines held, liaising with parents/carers and ensuring supplies are always fully stocked.
- To take the lead in the identification of pupils who may require Healthcare Plans for specific medical conditions. To draw together Healthcare Plans and discuss its content with parent/carer to gain parental agreement so the plan can be put in place.
- To work with the DSL and DDSL to monitor and identify trends in attendance at the First Aid Room for physical and mental health conditions.
- To be the lead in attending meetings with various health care professionals to discuss particular pupils and their needs. To cascade this information to relevant school staff including SLT/Safeguarding Lead, and update any information when parent/carer has deemed this necessary.
- To ensure that all pupil medical boards display relevant and the most up to date information known, to ensure staff are aware when amendments have been made.
- To provide accurate and up to date information to trip leaders for field trips and school journeys. To advise staff on how to administer necessary pupil medication.
- Manage stock levels of first aid kits and pastoral care items that are provided for school activities/trips, ordering and replenishing as and when necessary. Ensuring that first aid kits, pastoral care items and school medical supplies are always fully stocked.
- To be available to accompany vulnerable pupils with medical issues on trips/activities outside of school where necessary.
- To oversee the management and organisation of School Vaccination programmes. The HPV and Meningitis 'C'/School Leavers Boosters both take twice during the school year. This also involves arranging the timetable and liaising with a team of nurses to ensure the vaccinations run smoothly.
- Maintain accurate records and report incidents and injuries on SIMS/Arbor, and, where necessary, to the school's Safeguarding team, Governors and ESCC Health and Safety Team, in the case of RIDDOR.

- Ensuring all first aid and related qualifications amongst relevant staff are kept up to date. Attending relevant first aid courses to ensure current processes and procedures are also in line with current guidance.
- To monitor and manage defibrillators, risk assessments, whole school accountability for record-keeping, maintenance and storage of archived records.

**General:**

- Contribute to the overall ethos/work/aims of the school.
- To take part in training activities offered to further professional knowledge and development.
- Be aware of the school's Health and Safety policies and take personal responsibility for ensuring they are put into practice.
- Committed to the safeguarding of children and the promotion of their welfare within the school.
- To carry out the above duties in accordance with the County Council's Equal Opportunities policy.
- To perform such other tasks as may reasonably be required appropriate to the grading of the post.

The post holder should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**



## PERSON SPECIFICATION

### School Nurse

### Single Status Grade 7

#### Essential Education and Qualifications

- First Aid Qualification.
- Driving Licence.

#### Essential Key Skills, Abilities, Knowledge, Experience, Values and Behaviours

- PC Skills, confident use of IT, e.g. Word, Excel, Google.
- Use of evidence-based practice to develop and maintain high quality of (nursing) care to pupils.
- Ability to establish good working relationships and effective teamwork.
- Communication skills.

#### Desirable Key Skills, Abilities, Knowledge, Experience, Values and Behaviours

- Registered General Nurse or Registered Children's Nurse Mental Health First Aid.
- Two years' post-registration experience.
- Knowledge and experience of providing first aid and caring for pupils with chronic/acute illnesses and/or A&E experience or other emergency service experience.
- Experience of working in a school environment.
- Role model for staff and pupils.