**School Nurse – Job Description**

**Responsible to: Deputy Head Pastoral**

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

## This is an evolving role and the key responsibilities are therefore likely to change and develop over time. The following list is therefore a suggested starting point and is subject to review by the post-holder and the Head after the position has been established and operated for a reasonable period of time, not longer than one year:

* Provide a comprehensive, confidential and accurate health service for the pupils in the school, and for staff where appropriate.
* Understand and ensure the full implementation of school policies and procedures, in particular relating to safeguarding; health, safety and welfare; safer recruitment; admissions; and security.
* Oversee all school health policies and programmes, and provide expertise and oversight of school health services.
* Promote health education by being an advocate for the physical, emotional, mental and social health of pupils.
* Establish priorities, work independently and at times without direct supervision on routine matters.
* Administer first aid as required to sick or injured pupils, informing parents and reporting any serious accidents in line with the First Aid Policy.
* Maintain up to date on files on all pupils with on-going medical needs, communicating relevant information with staff, parents and healthcare professionals as required.
* Liaise with local health providers to arrange vaccinations for pupils within school as appropriate.
* Maintain the medical room properly, ensuring sufficient supplies of first aid equipment and first aid kits.
* Liaise with Human Resources regarding relevant issues of staff health, including medical questionnaires and referrals to private healthcare providers when required.
* Act as the focal point between the school, Human Resources, families and community healthcare providers to ensure a healthy school environment.
* Work with the pastoral team to provide health-related education to pupils and staff in both individual and group settings.

The above list of responsibilities is agreed to be an accurate job description, which should be read in conjunction with the Staff Manual and with school policies and procedures.