**St Mary’s School**

**School Nurse Job Description**

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| **Role** | School Nurse |
| **Job Purpose** | To provide clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community. |
| **Accountable to:** | The head (via the Deputy Head Pastoral) |
| **Responsible for:** | No supervision required for other staff |
| **Accountabilities** | 1. **Health & Safety**
2. Supervise the medical room (including care of sick, injured and distressed individuals until better and further care can be arranged with parents, hospital, dispense drugs as appropriate etc)
3. Review, monitor and record the health status of all pupils:
4. on entry to school in accordance with the National Child Health Promotion Programme (not including giving vaccinations);
5. in accordance
6. Work with teachers to identify children with particular developmental concerns, assess their health status and refer to specialist services where necessary.
7. Work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (eg asthma, diabetes, epilepsy, anorexia or eating disorders, etc) to enable them to attend and benefit from school.
8. Along with the First Aid Officer, implement and maintain arrangements for first-aid provision to comply with statutory requirements, including risk assessment to determine sensibly and reasonably the total numbers of first-aiders, maintenance of records, accident reporting arrangements, statutory notices and first-aid boxes.
9. Advise the Head in the development of health-related policies, preventive or risk reduction programmes of work around any specifically identified school needs, eg nutrition, physical activity, medical checks, teenage pregnancy initiatives, nut allergies, obesity, eating disorders.
10. Contribute to the development of School emergency/business continuity plans include a response to outbreak, include a response to outbreaks of communicable diseases.
11. **Pastoral Care**
12. In consultation with the Deputy Head (Pastoral), devise and implement strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (eg pupils who are carers, those with diabetes, those self-harming) are identified and appropriately supported.
13. Offer open access ‘drop-in’ sessions for pupils where they are able to receive personalised support and advice in areas such as relationships, child protection concerns, eating disorders, mental health concerns, managing stress and risk-taking behaviours.
14. Work with staff, parents, carers and pupils to reduce above average absence due to sickness, eg support work to enable pupils with long-term conditions to self-care in school, supporting programmes for those with school phobias.
15. Work with teaching staff and the Designated Safeguarding Lead (DSL) to identify and act to safeguard pupils at risk of or suffering from physical, sexual, emotional abuse or neglect. This will include identifying and referring pupils at risk or suffering from maltreatment.
16. Provide contraceptive advice for pupils.
17. **Communications**
18. Advise parents on immunisation programmes and outbreaks of communicable diseases.
19. Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely, always with regard to safeguarding policy and procedures.
20. **Management of Resources**
21. Ensure that the medical room, facilities and first aid kits throughout the school are maintained to a high standard in line with school policies and ISI regulation.
22. Ensure that all dispensed treatment given and all supplies used are recorded; record the dispensing of drugs following drug protocols.
23. Ensure that all first aid supplies are replenished to meet minimum requirements by regular inspection of stocks and dispensing records.
24. Maintain health records for all pupils in the school.
25. Ensure that staff accompanying trips are fully briefed on the health needs of girls participating and are practiced with emergency first aid procedures.
26. **Training & Development of Self and Others**
27. Maintain and improve professional knowledge and competence, keeping up to date with professional, clinical and nursing issues relevant to work in schools.
28. Provide training, support and advice for teachers and other staff on specific health needs / issues, eg use of epi-pens, diabetes care, epilepsy, allergies, substance misuse, head lice, eating disorders, self-harm and other mental health issues.
29. Provide training and advice in emergency first aid for staff who are not qualified in first-aid.
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| **General Requirements** | All school staff are expected to:1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
2. Contribute to the School’s programme of extra-curricular activities.
3. Support and contribute to the School’s responsibility for safeguarding students.
4. Work within the School’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
5. Work within the School’s Equality Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
7. Engage actively in the performance review process.
8. Adhere to policies as set out in the Staff Handbook.
9. Undertake other reasonable duties required from time to time.
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| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Example Person Specification**

**Skills Required**

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| Excellent written and verbal communication skills | Essential |
| Ability to work effectively both in collaboration with other professionals/teams and also on own initiative | Essential |
| High standard of clinical work, decision making and competence | Essential |
| Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies | Essential |
| Excellent organizational skills / time management/ ability to prioritise and organize own workload / able to work to deadlines. | Essential |
| Ability to embrace, initiate, manage and sustain change positively | Desirable |
| Teaching skills / Ability to organize group sessions | Desirable |
| Good IT skills, sufficient to handle the maintenance of a school database of pupil medical details, eg working knowledge of Microsoft Office Excel, Word Access, Outlook Email | Essential |
| Ability to undertake and write risk assessments | Essential |

**Knowledge Base**

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| Awareness of current developments in school nursing services, primary care and health promotion | Essential |
| Knowledge of assessment of health needs of the school aged population | Essential |
| Awareness of current developments in public health services and legislation | Desirable |
| An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention | Essential |
| Knowledge of child protection procedures and confidentiality issues | Essential |
| Knowledge and understanding of the process of risk assessment and risk management  | Essential |

**Qualifications/Attainment**

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|  | **Level** |  |
| Appropriate nursing qualification – Registered NMC Nurse on Sub-Part 1 of the NMC register either as an Adult Nurse level 1 or a Children’s Nurse Level 1 | Min 2 years post registration experience | Desirable |
| Current NMC Registration |  | Desirable |
| Evidence of commitment to continuing professional development |  | Essential |
| Car driver |  | Essential |
| ENB 998 or equivalent |  | Desirable |
| Post registration training, eg Asthma, Diabetes, Sexual Health, Mental Health, audit and research, health promotion |  | Desirable |
| School Nursing cert., Specialist Practitioner Degree |  | Desirable |
| Up to date First Aid at Work Qualification |  | Desirable |

**Experience**

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| Community experience | Desirable |
| Experience with working with children and families | Desirable |
| Sports injuries training | Desirable |
| Some experience in counselling | Desirable |
| Some experience of occupational health and infection control | Desirable |
| Experience of providing first aid or acute care and caring for children with long term conditions | Desirable |

**Attitude/Approach**

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| Professional and approachable attitude | Essential |
| Enthusiastic re professional development and willing to learn and undertake further training | Essential |
| Motivated | Essential |
| Reliable | Essential |
| Well presented | Desirable |
| Assertive when appropriate | Desirable |