

**Falcons Boys Prep School**

**Job Description for the position of School Nurse**

**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.**

The School

We ensure that every boy at Falcons has a happy and fulfilling experience whilst at school. Above all, we encourage academic endeavour and that each boy strives, gives of his best, and achieves his goals. We place equal importance on his social, moral and cultural growth.  At all times the boys are expected to uphold the ethos of the school in a positive manner and are proud ambassadors; not only on campus but when representing Falcons at outside events, activities and fixtures. We foster a desire to learn by offering a curriculum that has breadth, balance and challenge. At Falcons we maintain high expectations and place a strong emphasis on acknowledging the positive ways in which the boys conduct themselves and interact with others. Trust, honesty, good manners, a hardworking attitude and respect for the environment and above all, each other, are intrinsic in all that we teach. We place great emphasis on the strength of our community and the boys being considerate, courteous and tolerant of the needs of others. In this environment they have the opportunity to grow academically, on the sports field, artistically, on stage, and to take leadership responsibilities in many different areas. Life at Falcons Preparatory School is a unique experience.

The Role

The role is focused on supporting the student’s health and well-being to ensure they can participate fully in an active school life. These responsibilities also extend to the staff’s welfare and medical needs whilst at school. The medical room is expected to be kept to a high standard to enable delivery of safe care. The person appointed will play a significant part in Falcons strong and committed pastoral programme and will be line managed by the Head of Pastoral Care and they will work closely and professionally together.

The School Nurse appointed will be experienced, computer literate, medically fit, have the ability to understand school protocols and policies, and be willing to make a full contribution to school life. S/he must have a good working knowledge of child protection issues and safeguarding and will be offered the appropriate training as s/he will be working with the Designated Safeguarding Lead on related matters.

S/he must be friendly, approachable, discrete and supportive. It is a role which requires excellent communication skills and a high level of commitment and enthusiasm.

Responsibilities

**Medical care for boys and staff**

* Ensuring the best possible medical care if an accident occurs or in an emergency
* Treating ailments and administering medication in line with the School’s policy
* Making arrangements for a boy/ member of staff to be taken to hospital or sent home safely if necessary
* Conducting health checks
* Liaising with parents/staff in accordance with the School’s policies on medical and mental health matters

**Management**

* Stocking and equipping the Medical Room and ensuring safe storage, usage and appropriate supplies
* Providing first aid kits around the school and keeping them appropriately stocked
* Updating and timely maintenance of confidential files and records

**Liaison**

* Forming good relationships with the local health authority in the organisation of immunisation programmes
* Maintaining appropriate records
* Developing health care plans if required by the Head of Pastoral Care
* Providing advice and training for staff to address boys’ special medical needs
* Creating contacts in the community to visit and speak on a range of key health issues
* Organising a list of health experts to assist in the delivery of the pastoral programme
* Arranging meetings for parents on health-related topics

**Teaching**

* Liaising with the Head of Pastoral Care on appropriate topics to teach in the PSHEE programme from Y3 –Y8 and writing the necessary planning documents
* Working closely on curricular development as required
* Contributing to assemblies if asked to speak on a medical or mental health topic
* Providing In Service Training for staff on a given medical or mental health topic

**Health & Safety**

* Serving on the termly Health & Safety Committee
* Completing accident reports in a timely manner and submitting RIDDOR reports if necessary

**Administration**

* Ensuring all medical parent consent forms are obtained and updated
* Maintaining on SIMS electronic records of daily visits to the Medical Room, accidents, treatment and advice given
* Providing support to the Head of Pastoral Care and working closely together in the writing of formal reports

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE BUT IS SUBJECT TO CHANGE IF AND WHEN REQUIRED BY THE HEAD

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Nurse

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mrs Franciska Bayliss

 Headmistress

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_