

## JOB DESCRIPTION – APRIL 2021

<b>Job Title:</b>	School Nurse
<b>Reports to:</b>	Senior Nurse
<b>Department:</b>	Health Centre
<b>Hours per week:</b>	<p>Flexible due to the nature of the post but are not expected to exceed 37 in any one week and to include evenings. Shifts to be 7.45am – 3.45pm and 12-8pm Monday-Friday.</p> <p>Term time only plus 3 additional weeks as agreed with the Senior Nurse.</p> <p>There may be a need to work occasional nights or weekends on a shared rota basis.</p>
<b>Key Working Relationships</b> Senior Nurse Deputy Head: Pastoral Director of Boarding School Nurse Team House Managers HMs Tutors School GP School Counsellors Parents Other multidisciplinary teams (Physio, Dentist, Hospitals, Pharmacy)	
<b>Purpose of the Job</b> To provide mental health and physical first aid and nursing services to students, staff and visitors when injured or unwell in co-operation with the School Doctor and according to agreed policies and protocols. To promote Healthy lifestyles amongst both students and staff and participate in the school PSHE program. The School Nurse will also contribute to the organisation of the Health Centre and the part it plays in meeting the health care needs of the population of the school and ensure that students have direct access for nursing consultation, care, advice and referral.	
<b>Duties and Responsibilities</b>  <b>Health and Medical</b> <ul style="list-style-type: none"> <li>• Assessment, treatment, and care to full boarders and temporary care for day students and staff, in liaison if necessary, with the School Doctor.</li> <li>• Undertake health screening for all new boarders and register them with the School Doctor.</li> <li>• Arrange consultations with and transportation to appropriate specialists/agencies when necessary.</li> <li>• Conduct surgeries with/without the School Doctor as necessary.</li> </ul>	

- Give advice on minor issues and general health care.
- Administer/dispense medications as required under agreed protocols.
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals, under the guidance of the School Doctor and only with adequate training.
- Mental Health training or desire to become qualified will be necessary.
- Be familiar with procedures for control of infectious diseases.
- Be aware of recommended safe storage, usage and disposal of medical supplies and medications
- Be aware of own limitations and only practice within own training and experience, gaining support and advice when necessary.
- May need to on occasion, reside overnight at the Health Centre, with a student that requires a higher level of nursing care.

### **Health Education**

- Promote health education throughout the school population.
- Keep up to date with current health promotion initiatives.
- Provide education to school staff in emergency action re asthma, epilepsy, use of auto-injectors, diabetes and other emergencies.
- Organise and undertake Health Education activities when appropriate within the PHSE syllabus.
- Sexual Health advice to and understanding the needs of students aged 11-18.

### **Administrative**

- Maintain all medical and accident records accurately, confidentially, safely and in accordance with school policies and procedures
- Keep electronic nursing records to a high standard ensuring the accurate and rapid retrieval of information in compliance with safeguarding/child protection/data protection guidelines.
- Record dispensing of medicines following medicine protocols and policies.
- Maintaining general office procedures.
- Ensuring that school and relevant houses are informed on a daily basis of pupils staying in health centre/going home.
- Works to relevant health centre policies and protocols.
- Health Centre management including facilitation of the laundry provision and liaison with Estates and Facilities Department to ensure that any maintenance required is reported as soon as possible.
- Provide cover where necessary for nurse absence and study days.
- Oversees the maintenance of all First Aid boxes and defibrillators.

### **Development and Liaison**

- Work closely with other members of the health centre team to ensure seamless and continuous care, with parents, academic staff, boarding staff, school office staff and all other departments as necessary.
- Have a commitment to CPD with specific reference to school nursing issues and chronic diseases.
- Participation in Clinical Supervision sessions as needed.
- Attendance and participation in school In-service Training Days.
- Adhere to NMC code of professional conduct' and be conversant with other appropriate advisory papers.

- Use evidence based practice to develop and maintain a high quality of nursing care to the pupils.
- Protect the confidentiality of all students, staff and visitors as per the NMC code of professional conduct and the Data Protection Act on medical matters.

#### **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

#### **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

#### **Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

#### **Information Security, Confidentiality and Data Protection**

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

#### **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

#### **Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.