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| **Caldicott Boarding House**  **Job Description:**  **Senior School Nurse**  ***­­*** |
| |  |  | | --- | --- | | Responsible to: | Head of Boarding | | Job Location: | Caldicott School, Farnham Royal. May be required to accompany pupils to local hospital; GP surgeries; dentist or other medical centres. | | Contract: | * Full time, term time. * This can be a live-in position where the presence of the job holder is essential overnight, subject to the terms of the contract of employment. | | Key working contacts: | School Nurses; Heads of Boarding; Matrons; Teaching Staff, pupils and parents | | Direct reports: | Health Centre Staff and Senior Matron (Health Centre) will report into this role on medical matters. | | Date: | November 2019 | |

**Job Context and Purpose**

The Senior Nurse oversees the running of the Health Centre, manages rotas and staffing in co-ordination with the Heads of Boarding, including responsibility for cover and agency staffing.

The school nurses play a vital role in the healthcare of all members of the school community. They manage the Health Centre and not only look after boys who are ill or who are injured, but also play a key role in the promotion of good health within the school, especially within the boarding community. School nurses also work closely with the Boarding team to help maintain high levels of pastoral care and welfare of boarders.

Caldicott is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

**Responsibilities and Duties**

1. **Supervision and Provision of Healthcare:**
2. Liaise with the Heads of Boarding and co-ordinate with the Nurse and Senior Matron (Health Centre) to ensure the smooth daily running of the Health Centre and efficient shift handovers between colleagues;
3. Care for and treat appropriately boys, staff and visitors who are unwell or have injuries. Inform parents and teachers as appropriate to each circumstance; ensure the School Office is advised if a boy is kept in or leaves the Health Centre. This care will cover any acute and/or regular medications and the processing of repeat prescriptions;
4. Administer medication as appropriate;
5. Arrange medicals and appointments with the school doctor;
6. Accompany boys to appointments or accident and emergency department;
7. Liaise with the teaching staff and parents regarding individuals or general health issues;
8. Maintain up to date care plans for pupils with individual medical needs and ensure medication supply maintained;
9. Supply first aid kits to staff for all visits out of school, including relevant medication and Epipens;
10. In conjunction with team members, provide pitch side medical and first aid cover for Wednesday and Saturday (along with predetermined Tuesday) sports fixtures;
11. In conjunction with team members provide first aid cover for school events e.g. bonfire night, sports festivals, Summer Fete and occasional out of term fixtures;
12. **Health Centre Administration:**

To maintain and oversee Health Centre administration and record keeping throughout the school year, ensuring:

1. An efficient and accurate system of pupil medical records is maintained and kept up-to-date.
2. New pupils’ and boarders’ paperwork is prepared and complete.
3. Issue of daily Health Centre reports;
4. Maintenance and communication of the “off games” list;
5. Provision of up-to-date list of pupils who have special dietary requirements to Catering Manager.
6. Maintenance of the day book and record pupil visits on iSAMS;
7. Monitoring of termly stock checks and reordering of stock medicines and other consumable items; recording of rechargeable items; term end stock take and rechargeable list report to Bursary;
8. Maintenance of medical registers for asthma, allergies and illnesses and have these available for staff when taking trips out of school;
9. First aid kits around the school are checked termly and correctly stocked;
10. Accident Book is maintained.
11. **Healthcare Promotion and Education:**
12. Keep up-to-date with health promotion ideas, nutritional advice and professional initiatives appropriate to the school environment.
13. Support the PSHEE department in health issues, taking workshops in health related topics and providing advice on a one-to-one basis;
14. Be in attendance at boys’ supper to help encourage healthy and balanced meal choices.
15. Teach staff how to use medical items such as Epipens and inhalers as necessary.
16. **Other Duties:**
17. Attend INSET training days at beginning of each term.
18. **General Duties:**
19. To actively contribute to the activities of the school and support fellow members of the team;
20. To work within school procedures and codes of practice;
21. To be aware of the necessary Health and Safety policies, legislation and best practice, report any Health and Safety issues in accordance with the Health and Safety Policy;
22. Undertake such other duties as are agreed to be in keeping with the general nature of the job.

**Terms and Conditions**

All other terms and conditions are those as referred to in your letter of appointment, contract and the Employee Handbook.