



# HALLFIELD SCHOOL

## JOB DESCRIPTION

JOB TITLE:	School Nurse (Family Support Officer/Deputy DSL)
SALARY	£22,000 to £26,000 term-time only and INSET days
REPORTING TO:	Assistant Head: Pastoral Care

### Ethos

The ethos of the school is a shared responsibility to which all staff are expected to make a significant contribution. The expectation is that in your role as School Nurse you will contribute cheerfully to the life and work of the school in a positive and enthusiastic manner.

### Job Purpose

- To lead on the medical needs of pupils, co-ordinate first aid and staff training.
- Ensuring the best possible medical care for the pupils and staff on a day to day basis and on an immediate and emergency basis.
- To support the mental health and well-being of the pupils and staff through counselling services.
- Treating pupils and staff as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate.
- To be responsible for health-related policies and procedures, including child protection.
- Where necessary arranging to get pupil/staff home safely or to alternative care.
- To provide support and advice to staff and parents as required on matters such as PSHE and Nutrition.
- To arrange first aid training, in consultation with the training budget holder, as required by statute, best practice or Hallfield's policies.
- To work with the Health and Safety Officer on aspects of health & safety.
- Administer medication according to the school policy, including to staff when required (eg flu jabs).
- Performing necessary health checks to assist with diagnosis.
- Liaison with staff and parents in accordance with school policies on Mental Health.
- Be a key member of the Welfare Team

- Be trained/willing to train as a Designated Safeguarding Lead (Deputy DSL) to work in consultation with the DSL.

## Statement of Responsibilities

- To have due regard for the education of all pupils in the school in accordance with the school's aims and objectives as laid down by the:
  - a) Staff handbook
  - b) Website
  - c) School's curriculum and policy documents
- To share in the corporate responsibility for the well-being and discipline of all the pupils in the school with due regard for the requirements laid down in the:
  - a) Behaviour policy
  - b) Child Protection policy
  - c) Pastoral documents
  - d) Health and Safety policies
  - e) Anti-Bullying policy

## General Responsibilities

- To be supportive of the school's ethos; its foundation is based on Christian principles but there must be tolerance and understanding between people of different faiths, cultures and backgrounds.
- To promote the agreed vision and aims of the school.
- To support the development and effectiveness of teamwork within the school environment through developing and maintaining positive working relationships with other professionals.
- To apply the school's policies consistently.
- To contribute to creating displays as directed.
- To attend staff meetings when required.
- To attend year group meetings when required.
- To attend assemblies when required.
- To attend parent's evenings when required/meet with parents to feedback development information.
- To support the wider life of the school attending open days and other school events.

## Responsibilities Specific to the Role of School Nurse

### Knowledge and Understanding:

- To attend to illnesses and medical emergencies that arise.
- Ensure safe storage, usage and disposal of medical supplies and drugs.
- To administer first aid to pupils and staff as necessary, throughout the day including break times.
- To use professional skills and judgement to resolve or pass on matters of treatment, e.g. to the nearest A & E department.
- To arrange training for First Aiders and to ensure any external qualification of staff is kept up to date (including INSET training for staff, e.g. in the use of Epi-pen). Making sure the pupils and staff are fully aware of the safety surrounding the Epi-pen.
- Yearly flu vaccinations.
- Timely maintenance of pupil files, medical records.
- To provide and service first aid kits throughout the School and for school trips, sports events, holiday clubs, etc.
- To keep records of treatment administered and for accident reporting, including notification as necessary to HSE and other authorities.
- To create and update pupils' medical details in the School's database, to keep records of allergies and other specific medical conditions and to communicate these as necessary to staff.
- To keep the Medical Room in good order and to maintain medical stores and equipment.
- To control, record and administer drugs and to oversee storage and application of pupils' medicines.
- To produce personal healthcare plans for pupils with more serious conditions such as epilepsy, anaphylaxis, etc.
- Working closely with safeguarding needs and be a key member of the School's Welfare Team.

### Educational and Pastoral:

- To support the Head of PSHE as required in delivering the PSHE curriculum and working in partnership with other teaching staff; in particular, to source, introduce and deliver a programme of sex education for children in Years 5 and 6.
- To promote healthy eating and education about diet and nutrition.
- To participate in pastoral care, liaising with the Deputy Heads.
- To provide a recognised and confidential counselling service for older children.
- To liaise as appropriate with the Head of Learning Support about children with special needs or disabilities and with the member of staff with special responsibility for girls.
- To assist with the identification, support and monitoring of pupils at risk, with particular reference to child protection issues.

### Other Duties:

- In conjunction with the Health and Safety Officer, to construct, maintain and update policies and procedures with regard to child health and welfare, including responsibility for communication and raising concerns re compliance that arise with the SLT.

- To accompany visits, including residential visits.
- To co-ordinate care/general supervision of pupils with additional needs.
- To contact and liaise with staff, parents and outside agencies as necessary.
- To advise on matters of health and safety as appropriate.
- To attend meetings, Open Mornings, school matches, trips and other events as required, providing medical cover for sports fixtures and events as required.
- To run and promote clinics and surgeries for parents and young children and other initiatives, as appropriate, that may enhance the service provided by the School.
- To keep budgetary control as required.
- To undertake other administrative duties as may be requested from time to time by any member of the SLT.
- To undertake training as necessary to maintain nursing/first aid qualifications and to keep up to date with developments.
- Maintain school first aid kits.

## Other Professional Requirements

- To attend and participate in staff INSET days as directed.
- To participate in the school professional development and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To provide cover for absent staff for short periods when directed.
- To be flexible regarding duties and supervision involved with the schools extended day.
- To adhere to the staff dress policy maintaining a high standard of professional appearance.
- To promote the school at all times.
- To maintain confidentiality at all times and observe the Data Protection guidelines.
- To assist with the teaching aspects of PHSE and SRE curriculum.
- **Safe Working Practices for Adults working with Children**- It is the responsibility of each employee to carry out their duties in line with Hallfield School's ethos and culture of safe working practices for Adults working with Children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Hallfield School's policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Hallfield School's policy, organisation and arrangements for Health and Safety at Work.

- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

**Signed:**

*Head Master*

**Date:**

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**Signed:**

*Post holder*

**Date:**

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