



## **JOB DESCRIPTION: SCHOOL NURSE**

### **Purpose of the Role**

Deliver a clinically effective, high-quality service to pupils and provide first aid care to all members of the school community.

- Ensure that Care Plans are shared, stored, and updated so that everyone is aware of students' needs.
- Use Medical Tracker to log all incidents and identify trends and patterns over time.
- Direct pupils back to lessons once they have finished taking medication or if they are well enough to be in their lessons.

### **Clinical Duties**

Provide a high standard of service, within NMC guidelines, to pupils, members of staff and any visitors while on site. This will include:

- Managing and assisting with the organization of treatment in the Pupil Office and arranging treatment for staff where necessary.
- Assessing, implementing, and evaluating in-patient care for those admitted to the Pupil Office.
- Liaising/meeting with parents/guardians and other health professionals.
- Ensuring that all medical information for incoming Year 7 students is stored accurately on the MIS.
- Ensuring concise record-keeping via the use of Medical Tracker in accordance with NMC guidelines and maintaining professional office procedures.
- Providing first aid and emergency care (including sports injuries) and ensuring the submission of accident reports via CPOMS.
- Delivering a confidential counselling and health advice service (e.g., hay fever, asthma, diabetes, sexual health).
- Operating procedures for the control of infectious diseases.
- Liaising with the NHS to orchestrate vaccinations, writing to parents, and developing logistical plans for the Leadership Group.
- Following recommended procedures for the safe storage, usage, and disposal of medical supplies, drugs, and clinical waste.
- Ensuring the implementation of infection control.
- Undertaking other reasonable duties as required by the Leadership Group.

### **Supervisory and Administrative Responsibilities**

Responsible for the overall functioning of the Pupil Office. Administrative duties include:

- Ensuring concise record-keeping via the use of Medical Tracker and CPOMS in accordance with NMC guidelines and maintaining professional office procedures.



- Maintaining and checking treatment room equipment and stocks.
- Undertaking other duties as required by the Designated Safeguarding Lead.
- Taking responsibility for applying a compliant data protection approach across all activities involving personal data or data processing, in line with GDPR and IT Acceptable Use policies.

**Nursing and Safeguarding Responsibilities:**

- Maintain an up-to-date DBS (Disclosure and Barring Service) certification.
- Understand and adhere to safeguarding policies and procedures.
- Identify and report safeguarding concerns in accordance with local and national guidelines.
- Participate in safeguarding training and professional development.
- Collaborate with multi-agency teams to ensure the safety and well-being of students.
- Develop and implement individualized protection plans for vulnerable students.

**Other school nurse expectation:**

- Support the Wembley Multi-Academy Trust vision, values, and ethos.
- Friendly, caring, approachable, and able to communicate effectively both internally and externally.
- Flexible to changing circumstances, able to use initiative and work without direction.
- Able to undertake all the physical requirements of the role and use equipment according to health and safety guidelines.
- Willing to attend ongoing clinical and IT training.
- Calm and reassuring, especially in emergency situations.
- Discreet and capable of maintaining confidentiality.
- Willing, polite, punctual, and professionally welcoming.
- A team player who is able to work in harmony with others with good humour.

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 post holder will be subject to a DBS check.