



## SCHOOL NURSE

The role of the School Nurse is to support pupils' health and wellbeing in order for pupils to fully participate in active school life.

The medical facilities are well equipped in order to facilitate the immediate care, both medical and pastoral, of pupils and staff at Durham Cathedral Schools Foundation.

### MAIN RESPONSIBILITIES

The provision of medical care to pupils and staff on a daily basis:

- Ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis
- Treating pupils as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as appropriate
- Where necessary, arranging to get the pupil / person home safely or to alternative care, e.g. the individual's GP or to hospital
- Administering medication according to DCSF policy
- Performing necessary health checks to assist with diagnosis
- Liaising with parents and staff in accordance with DCSF policies on medical and mental health

The Nursing team has responsibility for the day-to-day management of the Medical Centre:

- Ensuring safe storage, usage and disposal of medical supplies and drugs
- Provision of first aid kits around the school and replacement of supplies
- Timely maintenance of pupil files, medical records and medical centre attendance records
- Organisation of essential emergency medications in the Dining Hall and on sites other than the Medical Centre
- Liaising with local health authorities in the organisation of immunisation programmes
- Arranging and managing communication with parents with regard to consent
- Maintaining records on electronic register where appropriate
- Liaising with Housemasters/mistresses or equivalent with regard to any medical problems concerning pupils
- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities
- As part of the nursing team, drafting and updating of "essential care list" of pupils with "need to know" conditions

- Providing general advice and training for staff for initial care of pupils with particular medical needs
- Working closely with the Designated Safeguarding Lead but at all times exercising judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children

**Involvement in Health and Safety issues:**

- Working with staff to ensure the timely completion of accident reports and following DCSF policy in the submission of RIDDOR reports

**Administration**

- Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine etc. on entry to school and at agreed stages of school career are obtained and retained
- Assisting with the implementation and regular updating of pupil health care plans
- Maintaining electronic records of daily visits to Medical Centres or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information

**General**

- Providing cover for games sessions and other events as required

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post.

## PERSON SPECIFICATION

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<b>Job Related Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Ability to work independently without medical back up on site</li> <li>• Computer literate. The Medical Centre typically uses Word and Excel plus SIMS databases</li> <li>• Medically fit and able to cope with a physically demanding site</li> <li>• The ability to demonstrate an understanding of DCSF protocols and policies and a full acceptance of the need for compliance</li> <li>• Excellent communication and interpersonal skills, especially with children and essential for liaison with all members of staff across the Foundation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Durham Cathedral Schools Foundation</li> <li>• Computer literate: the ability to work with Microsoft Office programs, SIMS and CPOMS.</li> </ul>	Application form / Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in either school nursing; A&amp;E experience; paediatric nursing experience, or experience in adolescent health essential</li> <li>• Minimum 3yrs post registration</li> <li>• Good working knowledge of Child Protection issues (Level 3 Child Protection training will be provided if not already held)</li> </ul>		Application form / Interview
<b>Education / Qualifications:</b>	<ul style="list-style-type: none"> <li>• RSCN, RN-child, or RGN with relevant experience (i.e., A&amp;E, School nursing or Practice nursing)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a similar setting would be an advantage</li> </ul>	Application form

	<ul style="list-style-type: none"> <li>• Full clean driving licence would be beneficial</li> </ul>	<ul style="list-style-type: none"> <li>• Full clean driving licence would be beneficial</li> </ul>	
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Confident and calm when dealing with a range of accidents and first aid issues</li> <li>• Friendly, sympathetic and supportive personality</li> <li>• Energetic, motivated and enthusiastic</li> <li>• Ability to show clear empathy and understanding of children and young people's development and needs</li> <li>• Self-confident in dealing with a wide range of people and situations including the ability to work independently providing advice and treatment for those with injuries and illness</li> <li>• The ability to deal with interruptions calmly and yet remain focussed on priorities. The ability to multi task is essential</li> <li>• The ability to adhere to confidentiality requirements and deal discreetly with matters as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence appropriate to vehicles in use.</li> </ul>	Past Work History / Interview