

# EVERSFIELD PREPARATORY SCHOOL



## SCHOOL NURSE (inc. Deputy Designated Safeguarding Lead) JOB SPECIFICATION

Responsible and accountable to

Headmaster

### Job Purpose

- To create a happy, well disciplined, stimulating and structured environment in which all pupils feel valued and secure.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact, with particular regard to the school Child Protection, Safeguarding, Health and Safety and Medical policies.
- To attend whole school events as a qualified school nurse, as directed by the Headmaster.
- To carry out administrative and organisational tasks linked with medical and pupil welfare issues.

### Role 1 – School Nurse

#### Policy and Procedure

- Implement and maintain arrangements for first-aid provision to comply with statutory, regulatory and school policy requirements.
- Maintain and develop specific school policies relating to medical needs, first aid, health, safety and healthy school status.
- Attend and minute Health & Safety meetings and produce a termly audit of all accidents that have occurred at school or on school related activities.
- Provide input and contribute to the development and management of the school's development plan.
- Maintain medical records accurately and safely whilst upholding medical confidentiality in line with legal duty of confidentiality.
- Be aware of and work towards ensuring the safety and welfare of children through reporting any concerns to the Designated Safeguarding Lead (DSL) in connection with child protection and safeguarding.
- Undertake DSL training in order to support the DSL with child protection and safeguarding
- Manage the medical room.
- Ensure parents/carers are provided with full updates on any changes to their child's health whilst at school.
- Prepare and maintain medical kits for the playground, sports fixtures and school trips.
- Liaise with relevant staff regarding health and safety and hygiene matters.
- Liaise with the kitchen over special diets and food intolerances.
- Ensure that pupils' records are kept up to date.

#### General contact with all pupils and School community

- Review the health status of all children upon entry to School and liaise with the admissions registrar on the health and needs of prospective pupils.
- Perform medical checks as required.
- Advise the school community on health issues affecting the whole School community, including outbreaks of communicable diseases and head lice.
- Co-ordinate sight and hearing tests in school.

#### Children with specific medical needs

- Provide day-to-day medical care and first-aid for pupils who are sick or injured.
- Administer medication and ensure associated permission documentation is in order.
- Ensure that all dispensed treatment given and all supplies used are recorded, following School protocols.

- Work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g. asthma, diabetes, epilepsy, etc.) to enable them to attend and participate in school activities.
- Undertake meetings with parents relating to their child's health as appropriate.
- Maintain records of pupils with special diets, allergies and intolerances with certain foods.
- Prepare information to inform staff around school of pupils with medical needs, allergies and intolerances.

### **Support for Teachers / Staff**

- Undertake regular meetings with the staff who are responsible for caring for children with specific health needs.
- Provide training and advice for teachers and other staff on specific health needs and issues.
- Arrange regular Accredited Paediatric First Aid training for staff and training for named First Aider's at Work.
- Keep updated records of trained staff.
- Anaphylaxis management and EpiPens, diabetes, epilepsy, asthma, etc.
- Discuss any medical issues that may affect trips.
- Act as a resource for teachers who have concerns about a pupil's health.
- To be aware of any medical conditions of staff (such as diabetes), which may affect normal day-to-day duties of that member of staff.
- Provide day-to-day medical care and first aid for staff who become sick or injured whilst at work.

### **Teaching Responsibilities**

- You may be asked to teach children basic first aid and support some PSHE lessons.

## **Role 2 – Deputy Designated Safeguarding Lead**

The Deputy Designated Safeguarding Lead supports the Designated Safeguarding Lead (DSL) who takes the lead responsibility for safeguarding and child protection including online and digital safety. The DSL is the first point of contact for any member of the school staff who has a concern about the safety and wellbeing of a pupil. In the absence of the DSL, the Deputy DSL will be the point of contact to avoid unnecessary delays in responding to a child's needs.

The DSL and Deputy Safeguarding Leads are expected to liaise with each other to inform of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

### **Supporting the DSL**

The Deputy Designated Safeguarding Lead is directed by the DSL to support in the following areas:

- Managing referrals and liaising with the local authority/relevant agency as required
- Provide support, advice and expertise for all staff on issues of child protection and safeguarding
- Supporting staff who raise concerns
- In the absence of the DSL, act on any child protection concern

### **Training**

- The designated safeguarding lead and deputies undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.
- In addition to the formal training set out above, knowledge and skills should be refreshed at regular intervals, as required, but at least annually, to understand and keep up with any developments relevant to the role.

## **Role 3 - Professional Responsibilities**

- Have due regard for the job descriptions, responsibilities and authority of other staff.
- Establish effective, professional working relationships with colleagues.
- Be responsible for personal health and safety at work.
- Be aware of safeguarding/child protection responsibilities and procedures in place at the school and bring any concerns to the attention of the DSL (Headmaster) or a member of the Leadership Team.
- Work within the school's Equal Opportunities Policy.
- Set a good example to pupils through presentation, personal appearance and conduct.

- Take responsibility for keeping up to date with research and developments in education and the subjects taught, including making known to the Headmaster or Deputy, professional development which could be useful.
- Attend all INSET and CPD as requested by the Headmaster or Deputy.
- Recognise that health care and welfare takes place inside and outside the school context, and understand the need to liaise effectively with parents and external agencies.
- Accompany children on school trips and visits when requested by any member of the Senior Leadership Team.
- Comply with information and guidance in the Staff Guidebook and all other school policies.
- Attend staff meetings as required by the Headmaster or Deputy.
- Handle confidential information with due care and maintain confidentiality both of the school's affairs and those of its clients.
- Be aware of the School Improvement Plan and support and assist the Leadership Team in its implementation.
- Liaise effectively with parents and external agencies.
- Accompany pupils on school trips and visits when requested by any member of the Leadership Team.
- Attend staff meetings as required by the Headmaster or Deputy.
- Attend Parents' Evenings and Open Days/Mornings according to the guidelines in the Staff Guidebook or as required by the Headmaster or Deputy.
- Handle confidential information with due care and maintain confidentiality both of the school's affairs and those of its clients.
- To assist the Leadership Team in its implementation of the School Improvement Plan
- Be aware of the role and purpose of the governing body.
- Comply with information and guidance in the Staff Guidebook, Employee Handbook and all other school policies.
- Hours, attendance and holiday entitlement are as defined in your Contract of Employment.
- Carry out any other reasonable request of the Headmaster or Deputy.