COLSTON'S

INDEPENDENT CO-EDUCATION

FROM NURSERY TO SIXTH FORM

School Nurse

Job Description

Summary of the role:	The school nurse is a key member of a multi-disciplinary team providing medical care and pastoral support to pupils as well as first aid to all members of the Upper and Lower School community including visitors.
Location:	Colston's School & Colston's Lower School
Reporting line:	Designated Safeguarding Lead
Hours:	8am – 5pm (with 1 hour lunch/breaks unpaid) Monday - Friday during term-time (35 weeks). Availability to assist with providing Saturday cover would be advantageous.
Main duties and responsibilities:	<u>Nursing</u> To provide medical services to each pupil, all members of staff and any visitors while on site. This will include: • Organisation and running of nurse drop-in clinics during span of duty within agreed level of competence. Children attend for routine medication and simple nursing needs • Advising children to attend and referring to GP as appropriate • Assessing, implementing and evaluating in-patient care of pupils admitted to the School Nurse within agreed levels of competence • Provision of first aid and emergency care treatment as necessary. This includes checking and maintaining stock held in all school first aid kits <u>Pastoral support</u> • Provision of confidential "counselling" and health advice as appropriate for the community including referral to further suitable counselling services • Monitoring of attendance patterns and identifying potential issues • Liaising with safeguarding team as appropriate <u>Preventative health</u> • Carry out child and adolescent surveillance programmes in conjunction with the rest of the nursing/medical team • Follow good practice and specific directives on immunization procedures relevant to the school population and individuals • Operate procedures for infectious diseases control • Follow procedures for the safe disposal of clinical waste

	• Be aware of recommended safe storage, usage and disposal of medical supplies and drugs • Maintain treatment room stock, hygiene and tidiness <u>Health Education</u> • Promote health education throughout the school population • Take part in the delivery of PSHE • Keep up to date with current health promotion initiatives • Teach first aid as necessary <u>Administration</u> • Maintain medical records accurately, confidentially and safely Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information • Record dispensing of drugs following drug protocols • Maintenance of general office procedures • Set up and organise school medical examinations and other surveillance audits as directed by the Headmaster and DSL <u>Health and Safety</u> • Have an involvement and awareness of Health and Safety issues within the school affecting staff, children or the environment • Keep appropriate records of reported accidents <u>Liaison</u> Internal: • Parents • Heads of House and academic staff • School Office staff and all other departments as necessary External: • Doctors, health centre staff and pharmacy • School health advisers and other members of the primary health care team • Social services where appropriate

Review: This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Colston's School would aim to reach agreement to the changes.

Colston's School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.