



School Nurse

Role Outline

Last reviewed: September 2019

School Nurse

Introduction Time Commitment

The West London Free School is looking to appoint a permanent school nurse to have day-to-day responsibility for providing medical care and first aid in the school, have oversight of arranging vaccinations, working with the school to ensure that high quality health education is delivered to pupils and the school is compliant with regards to the Health & Safety of pupils and staff. The school is on two sites, and, although the School Nurse's office is on the main site in Palingswick House, it is expected that the school nurse will also work with the Sixth Form team at Franklin House and support Sixth Form pupils with their medical needs as required.

Time Commitment

22.5 hours per week

Main Responsibilities:

- To contribute to the safeguarding and promotion of the welfare and personal care of pupils
- To provide first aid across the school (emergency and non-emergency) and follow all statutory procedures governing accidents and medical emergencies and to Care for ill and injured students within current guidelines
- Have responsibility for pupils' medication and administer medication as required
- Ensure all medications kept in school are securely stored under the correct conditions in the nurses' office, with access strictly controlled
- Maintain and up-to-date medical register and medical log. Ensure accident records are kept in line with Health and Safety at Work Act 1974, completing the relevant Online Accident Reports.
- Implement as appropriate the school's Health and Safety Policy
- Work with the local authority to implement Health & Safety obligations of the school
- To support staff and students with health-related issues.
- To work with the local NHS allocated school nurse, who comes into school once a week.
- To identify the medical and social needs of new and existing students in school and communicate these to appropriate staff.
- Maintain provision of first aid equipment within school,
- To manage the annual first aid budget
- Organise and/or deliver first aid training for staff and students as required, keep a log of current qualified first aiders and organise training for certification renewal.
- Provide medical/social information for all school trips including first aid kits.
- Liaise with parents, school staff and other agencies; contribute to or make referrals to other agencies and attend meetings as appropriate.
- Prepare for and administer vaccination programmes, informing parents, staff and students of all relevant information, including dates, times and locations.
- Provide advice or signposting for children with mental health problems in collaboration with pastoral staff and the SENCO.
- Identifying students who need to have an Independent Health Care assessment (IHC), completed procedures for these to take place and implement identified care plans.
- To report incidents which happen in writing to key members of staff. Liaise with Heads of Year on a regular basis to discuss student's needs.
- Ensure an emergency file and grab bag are prepared, stored and kept up to date and taken out during an evacuation.
- Complete a PEEP (Personal Emergency Evacuation Plan) for any students with reduced mobility (temporary or permanent) and ensure these pupils' timetable needs are added to the Emergency Medical file so that they can be referred to in an emergency.

- To network with other schools and organisations to support a coherent approach to school first aid, share best practise and that full use is made of advisory services and in-service training.
- To act as Direct Support Professional (DSP)
- To be actively familiar with all the school systems, procedures, expectations and policies.
- To be actively familiar with and promote the values and aspirations of the school and to model expectations to students.

Support for Teaching and Learning

- Help the school to deliver advice and key messages about Health and (SRE) Sex and Relationship Education to pupils in Years 7-13, on a 1:1 basis, in small groups and in assemblies.
- To advise pastoral staff on the delivery of the SRE Programme and to liaise with other agencies and organisations to ensure that resources and information is up-to-date and age appropriate for pupils.

Management of resources

- Manage all of the available resources efficiently and effectively.
- Identify and collate the future resourcing needs in consideration of the school budget planning process.

Quality assurance

- To compile an annual report to senior leaders on student medical needs and accidents.

In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. However, such duties will fall within the scope of the post.

Skills

Required: Current nursing qualification

Preferred but not compulsory: Working knowledge of SIMS and Microsoft Office (Training can be provided)

Job Descriptions are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed:

Date:

Signed:

Headteacher



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