

Westminster is a leading coeducational, Early Learning to Year 12, day and boarding Uniting Church school. We aspire to be the best school for an exceptional education, developing individuals of great character to achieve more than they thought possible. We want Westminster to have a world class reputation, renowned for a genuine focus on wellbeing, inspired by our values of kindness, resilience, mindfulness, curiosity, courageousness and inclusivity.

Position name	School Nurse
Area of School	The School Nurse works across the School from ELC to Year 12 and with staff and community groups.
Employment Status	Permanent part-time
Employment Conditions	Westminster School Inc. Teaching Staff and School Assistants Enterprise Agreement 2017.
Key Relationships	The School Nurse is accountable and reports directly to the Director of Corporate Services, ultimately reporting to the Principal. The School Nurse will work closely with all members of the School Leadership Team ('SLT'), as well as other key student services staff, teaching staff and boarding staff in managing and coordinating the School's health services to students and staff.

Position Objective:

The Health Centre comprises of a small team of nurses who will manage and coordinate the School's health services program based on the requirements established by School policies and procedures as well as state and federal regulations. The School Nurse will provide primary nursing and health care for students and staff, which will include first aid, emergency treatment and ongoing holistic health care for the School community.

The School Nurse recognises that health is not merely the absence of illness, rather a commitment to provide meaningful health promotion and illness prevention. It is expected that the School Nurse will work closely with the School Psychologist and other Wellbeing staff in the provision of holistic health care that reflects the mental, emotional and physical needs of the student.

The School Nurse will consolidate knowledge and skills and develop in capability through continuous professional development and experience. They will accept accountability for their own standards of nursing care, including responsibilities delegated to other health care staff.

Key Responsibilities:

1. Student Management

- Deliver quality assessment, treatment and referral of ill and injured students in a timely fashion on presentation to the Health Centre and /or on School Grounds as necessary.
- Provide friendly, professional and efficient services to students, and staff, and where appropriate or required, contractors, volunteers and visitors to the School.
- Educate and manage students with serious and chronic illnesses.
- Liaise with Housemothers for boarders with referral to Doctors and other medical professionals as required
- Liaise with School appointed Doctor/s to ensure all medical instructions are implemented in accordance with approved Health Care plans
- Ensure timely and accurate communication with relevant staff and the parents of students in relation to their child's health and treatment.
- Coordinate vaccination programmes within the boarding house in consultation with the Director of Boarding and the Boarding School Nurse.
- Support the liaison with School Psychologist and other Wellbeing staff regarding student mental health and well-being issues.
- Meet as required with the Heads of Boarding in relation to student's health and well-being needs.
- Provision of Health Risk Assessments for all students attending off site activities.
- Ensure that Director of Activities, and Sports Coordinators are aware of basic medical protocols that apply to sports injuries.

- Liaise with the School Catering Manager in relation to special dietary needs of Boarders.
- Notify relevant School offices of any absence/movement of students.
- Be familiar with the School's Child Protection Policy and mandatory reporting requirements.

2. Health Centre Management

- Assist with the establishment and maintenance of a Westminster School Health Centre Policy and Procedure manual to ensure safe nursing practice within the facility (including a protocol for medical and other referrals).
- Manage the dispensing of medication to students, ensuring accurate accounting and stock records for all medical stores.
- Ensure appropriate controls over the dispensing of medication to students who have written consent from their parents or guardians.
- Support the liaison with Public Health authorities and the Head of Senior School regarding relevant vaccination programs.
- Assist with the School immunisation program and maintain currency and accuracy of Student Management System following immunisations.
- Assist with the facilitation and administration of the Flu Vaccination and Workplace Health Check programs for staff.
- Ensure stocks of medications and dressings are maintained within the Health Centre
- Maintain and distribute First Aid kits for use across the School (including Boarding House and for camps & excursions) and ensure prompt return to Health Centre.
- Maintain a register of First Aid kits, with details of supplies contained within each kit.
- Assist with the preparation of the Health Centre annual budget.

3. Medical Records

- Maintain well documented records on all students/staff who have sought a consultation in line with legislative requirements.
- Keep medical records up to date, confidential and accurate.
- Manage and update health management plans for students with medical needs (ie diabetes, seizures, food allergies, asthma).
- Assist with the coordination and preparation of student medical lists and distribute them as required throughout the school.
- Complete incident reports on all accidents for students presenting at the Health Centre and assist with the corrective action process.

4. Education

- Assist with the provision of ongoing education, support and guidance to other health care team members, including teachers with first aid qualifications, other general staff, and volunteers.
- Educate staff members as necessary on relevant care for specific illnesses (ie allergies, administration of EpiPen).
- Support teaching staff as a curriculum resource in the area of health education.
- Provision of health care resources to students and staff as directed.
- Work with relevant staff to develop Health and Lifestyle programs for students and staff.

5. Standards

- Refer and comply with relevant legislation relating to school nursing practice and child and adolescent healthcare.
- Advocate for and protect the rights of children and young people.
- Assist with the coordination, organisation and provide health promotion considering a whole of school community approach.
- Contribute to the maintenance of a health work and learning environment that is respectful, safe and supportive of students and whole school community.
- Engage in collaborative practice to provide comprehensive school nursing care.
- Participate in quality assurance and/or evaluative research activities within the school setting to improve student and whole of school community health solutions.
- Attend periodic mandatory training updates including, but not limited to, Manual Handling, , Drug Calculation, Mandatory Notification training, Provide First Aid training, Anaphylaxis training, CPR training.

Key Selection Criteria: Qualifications, Skills and Experience

- Hold registration by the Nurses Board of South Australia as a Registered Nurse and a current practising certificate with at least 3 years, full time equivalent, post-registration experience.
- Senior First Aid.
- Anaphylaxis Management Qualifications.
- Demonstrated competency in Basic Life Support.
- Previous experience ideally would include a role as a School Nurse, Accident and Emergency and/or Paediatric Nurse.
- Experience in health promotion and education, preferably in a school setting.
- Undertaken approved training in Immunisation Administration
- Understanding of the Australian Nursing and Midwifery Council ('ANMC') National Competencies for the Registered Nurse and Midwives in Recommended Domains.
- Knowledge and understanding of the ANMC Code of professional Conduct for Nurses in Australia (2003).

Key Selection Criteria: Personal Qualities

- An excellent practitioner with a successful record of working with adolescents and children, preferably in a school or other educational environment
- An understanding of the social, developmental and health needs of young children and adolescents.
- Committed to holistic student wellbeing.
- Organised and flexible, with the ability to prioritise workloads, manage multiple tasks and be proactive.
- Able to demonstrate excellent communication, interpersonal and organisational skills.
- Have appropriate knowledge and experience in working with children and adolescents, in the assessment of needs, group work, networking and referral.
- Flexible in approach to working hours and has the ability to respond immediately to a crisis
- Positive, with a personable and professional image.

Safety and Wellbeing

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable
- Read and abide by all WHS policies.

Conditions of Employment

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Westminster's Child Protection policy
- A 6 month probationary period applies

Updated: January 2020