



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Role	School Nurse (Part-time)
Job Purpose	To provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community.
Accountable to:	Deputy Head and DSL.
Accountabilities	<p>1) Health & safety</p> <ul style="list-style-type: none"> a) Supervise the medical room (including care of sick, injured and distressed individuals until better and further care can be arranged with parents, hospital, dispense drugs as appropriate etc). b) Work with teachers to identify children with particular developmental concerns and assess their health status c) 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 benefit from school. d) Maintain arrangements for first-aid provision to comply with statutory requirements including: maintenance of records, accident reporting arrangements, statutory notices and first-aid boxes. e) Advise the Head in the development of health-related policies, preventive or risk reduction programmes of work around any specifically identified school needs, e.g. nutrition, physical activity, medical checks, teenage pregnancy initiatives, nut allergies, obesity. f) Document accidents, incidents and near misses. Attend, constructively participate in and prepare reports as required for the school Health and Safety Committee. <p>2) Pastoral care</p> <ul style="list-style-type: none"> a) Carry out strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (e.g. pupils who are carers, those with diabetes, those self-harming) are identified and appropriately supported. b) Offer open access 'drop in' sessions for pupils where they are able to receive personalised support and advice in areas such as relationships, managing stress and risk-taking behaviours. c) Work with staff, parents, carers and pupils to reduce above average



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absence due to sickness e.g. support work to enable pupils with long term conditions to self-care in school, supporting programmes for those with school phobias.

- d) Work with teaching staff and the Designated Safeguarding Lead to identify and act to safeguard pupils at risk of or suffering from physical, sexual, emotional abuse or neglect. This will include identifying and referring pupils at risk or suffering from maltreatment.
- e) Provide sexual health advice for pupils as required

3) Teaching and learning

- a) Where appropriate, play an active role in health promotion through the planning, delivery and support of the school PSHE programme.

4) Communications

- a) Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely.
- b) Advise parents on outbreaks of communicable diseases.

5) Management of resources

- a) Ensure that the medical room, facilities and first aid kits throughout the school are maintained to meet the School's requirements.
- b) Ensure that all dispensed treatment given and all supplies used are recorded; record the dispensing of drugs following the medication protocol.
- c) Ensure that all first aid supplies are replenished to meet minimum requirements by regular inspection of stocks and dispensing records.

6) Training & development of self and others

- a) Maintain and improve professional knowledge and competence, keeping up to date with professional, clinical and nursing issues relevant to work in schools.
- b) Provide training, support and advice for teachers and other staff on specific health needs / issues e.g. use of epi-pens, diabetes care, epilepsy, allergies, substance misuse, head lice.



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	c) Provide advice for non-First Aid at Work first-aiders.
General requirements	<p>All school staff are expected to:</p> <ol style="list-style-type: none">a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.b. Support and contribute to the school's responsibility for safeguarding pupils.c. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitorsd. Work within the School's Equality Policy to promote equality of opportunity for all pupils and staff, both current and prospective.e. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.f. Engage actively in the performance review process.g. Adhere to School policiesh. Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.



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Person Specification

Skills Required

Excellent written and verbal communication skills	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
High standard of clinical work, decision making and competence	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Ability to embrace, initiate, manage and sustain change positively	Desirable
Teaching skills / Ability to organise group sessions	Desirable
Good IT skills, sufficient to handle the maintenance of a school database of pupil medical details eg working knowledge of Microsoft office Excel, Word, Access, Outlook email	Essential
Ability to undertake and write risk assessments	Essential

Knowledge Base

Awareness of current developments in school nursing services, primary care and health promotion	Essential
Knowledge of assessment of health needs of the school aged population	Essential
Awareness of current developments in public health services and legislation	Desirable
An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention	Essential
Knowledge of child protection procedures and confidentiality issues	Essential
Knowledge and understanding of the process of risk assessment and risk management	Essential

Qualifications/Attainment

	Level	
Appropriate nursing qualification eg RGN or RSCN	Min 2 yrs post registration experience	Essential
Evidence of commitment to continuing professional development		Essential
Car driver		Essential
ENB 998 or equivalent		Desirable
Post registration training, e.g. Asthma, Diabetes, Sexual Health, Mental Health, audit and research, health promotion		Desirable



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School Nursing Cert., Specialist Practitioner Degree		Desirable
Current NMC Registration		Essential
Up to date First Aid at Work Qualification (or willingness to complete)		Desirable

Experience

Community experience		Desirable
Experience with working with children (and families)		Essential
Sports injuries training		Desirable
Some experience in counselling		Desirable
Some experience of occupational health and infection control		Desirable
Experience of office administration		Desirable

Attitude/approach

Professional and approachable attitude		Essential
Enthusiastic re professional development and willing to learn and undertake further training		Essential
Motivated		Essential
Reliable		Essential
Well-presented		Essential
Assertive when appropriate		Desirable

LH July 2021