

JOB DESCRIPTION
CRANLEIGH SCHOOL MEDICAL CENTRE
SCHOOL NURSE



CRANLEIGH
EX CULTU ROBUR

Department:	Medical Centre
Responsible to:	<i>Clinical:</i> The Medical Centre Sister <i>Administrative:</i> The Deputy Bursar, through the Medical Centre Sister
Internal Relationships:	Nurse colleagues, Medical Centre Assistants, Pupils, Matrons, House Parents, Teachers, Coaches, GP's, Sports Doctors, Physiotherapists, School Counsellor
External Relationships:	Parents/Guardians, Shere Surgery, local Pharmacy, Medical Supply companies

1. Professional Requirements

The school nurse is expected to:

- Maintain registration as a general nurse on the NMC register;
- Have relevant post-registration experience (e.g. A&E, School Nursing, Primary Health Care);
- Read, speak and write English accurately and clearly;
- Have annual updates on resuscitation and the use of AEF (automated external defibrillator).

2. Purpose of the Role

- To work as part of a team of nurses and health care assistants providing a clinically effective, high quality service to pupils and first aid care to all members of the School community.
- To promote the Medical Centre as a welcoming and friendly place for pupils and staff.

3. Clinical Duties

Provide a high standard of service, within NMC guidelines, to pupils, members of staff and any visitors while on site. This will include:

- Managing and assisting with daily surgeries, the organisation of treatment in the Medical Centre and the arrangement of treatment with other members of the multi-disciplinary team;
- Assessing, implementing and evaluating in-patient care for those admitted to the Medical Centre;
- Liaising/meeting with matrons/house parents, parents/guardians and other health professionals;
- Assisting GP's with new pupil pre-medicals and medicals;
- Ensuring concise record keeping via the use of NHS EMIS web system in accordance with NMC guidelines and maintaining professional office procedures;
- Providing first aid and emergency care (including sports injuries) and ensuring the submission of accident reports to the Director of Health and Safety;
- Delivering a confidential counselling and health advice service (hay fever and asthma, diabetes, sexual health etc.);
- Operating procedures for the control of infectious diseases;
- Carrying out of routine childhood and travel health vaccinations;
- Following recommended procedures for safe storage, usage and disposal of medical supplies, drugs and clinical waste;

- Ensuring the implementation of infection control;
- Undertaking other duties as required by the Medical Centre Sister.

4. Supervisory and Administrative Responsibilities

The school nurse may be responsible for the supervision and support of the on-duty Medical Centre Assistant and for the overall functioning of the Medical Centre when the Sister or Deputy Sister is absent. Administrative duties include:

- Ensuring concise record keeping via the use of NHS EMIS web system in accordance with NMC guidelines and maintaining professional office procedures;
- Maintaining and checking treatment room equipment and stocks;
- Undertaking other duties as required by the Sister.

5. Personal and Technical Skills

The school nurse is expected to be:

- a supporter of the Cranleigh School ethos;
- friendly, caring, approachable and able to communicate effectively both internally and externally;
- flexible to changing circumstances, able to use initiative and work without direction;
- able to undertake all the physical requirements of her role and use equipment according to health and safety guidelines;
- willing to attend ongoing clinical and IT training;
- calm and reassuring, especially in emergency situations;
- utterly discrete and capable of maintaining confidentiality;
- willing, polite, punctual and professionally welcoming;
- a team player who is able to work in harmony with others.

6. Other requirements

- Shift pattern and off duty

The school nurse must be prepared to work a rotating 37 hour week which includes one night, some weekends and on-call.

- Bank Cover

Be prepared to cover and work as Bank when necessary.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.