

**WELLINGTON SCHOOL, SOMERSET**

**SCHOOL NURSE**

**JOB PROFILE**

*The job profile is a guideline and may be subject to change according to the interest of the organisation, Headmaster and/or Bursar.*

The School Nurse reports to the Lead Nurse, Deputy Head (Pastoral) and ultimately the Bursar. They are also professionally accountable to the School Medical Officer (located at Luson Surgery) and the Headmaster.

**HOURS:**

The Medical Centre is open from 8am to 6pm Monday – Friday and 9am to 5pm on Saturdays during term time. Out of Hours cover is provided by an ‘on call’ rota.

There are three School Nurses who work a variety of working patterns to cover the opening hours described above and each will be ‘on call’ for 2 nights per week during term time from 6pm – 8am and 1 in 3 Sundays.

This current role hours will be 30 hours working the following pattern:-

Tuesday 9am – 3pm 30 minutes lunch 5.5 hours

Wednesday 9am – 1.30pm 4.5 hours

Thursday 12.30pm – 5pm 4.5 hours

Friday 9.30am – 6pm 30 minutes lunch 8 hours

Saturday 9am – 5pm 30 minutes lunch 7.5 hours

**ROLE SUMMARY:**

To ensure the provision of high quality nursing care, health advice and welfare support to pupils and other members of the school community and to plan, deliver and evaluate nursing interventions throughout the school.

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

**Professional**

* To ensure relevant professional codes of conduct are adhered to.
* To ensure that codes of confidentiality are adhered to.
* To keep up to date with relevant professional developments and ensure revalidation is up to date.
* To work collaboratively with the pastoral/safeguarding team, Mental Health Lead, boarding and day house staff, matrons and parents.
* Use evidence based practice to develop and maintain high quality of nursing care.
* Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

**Nursing**

* To deliver nurse led medical and health care to pupils and staff.
* To organise surgeries with the SMO, chaperoning during clinical procedures and examinations.
* Develop written care plans for pupils requiring them, liaising with pupils, parents and staff.
* Provide emergency first aid care and treatment as necessary, and assist with maintaining first aid kits and supplies.
* Provide confidential, pastoral care and health and welfare advice as appropriate.
* To provide a responsive ‘call out’ service when on call from home to advise and assist as required and return to the School premises if deemed necessary.
* Carry out child and adolescent surveillance programmes in conjunction with the rest of the nursing and medical team.
* Follow good practice and specific directives on immunisation procedures to the boarding school population.
* Organise and facilitate the UK’s immunisation schedule for appropriate year groups in conjunction with the SAINT team.
* Operate procedures for control of infectious diseases.
* Follow procedures for the safe disposal of clinical waste.
* Be aware of the recommended safe storage, usage and disposal of medical supplies and drugs.
* Maintain treatment room stock, hygiene and tidiness.
* Arrange for boarding pupils to attend medical, dental, or other health appointments as necessary.
* Maintain safe storage, usage (including documentation) and disposal of medical drugs and supplies.
* To coordinate the dispensing of first aid kits and medical supplies for school trips.

**Health Education**

* To promote health education throughout the school, keep up-to-date with current health initiatives and assist with training session for staff as appropriate

**Administrative**

* To maintain medical records accurately, contemporaneously and confidentially in line with the The NMC Code and GDPR guidance.
* To record the dispensing of drugs following drug protocols.
* To assist with school medical examinations and other surveillance audits, as and when required.

## QUALIFICATIONS:

**Essential:**

## Professional Nursing Qualification – Registered Nurse Level 1 Qualification with relevant post registration experience. *(Certificates must be provided)*

## HSE First Aid Certificate *(can be provided in school for new employees)*

**Desirable:**

* School Nurse Qualification.
* Ability to Venepuncture

**EXPERIENCE:**

* Knowledge and experience of providing care for children with chronic and minor illness.
* Knowledge and experience of providing First Aid.
* Knowledge and understanding of sports injuries.
* Knowledge and understanding of health and safety issues.
* Proficient user of ICT including Microsoft Word, Outlook and inputting onto databases.

**PERSONAL SKILLS & ATTRIBUTES:**

* Self-motivated to maintain competencies and best nursing practice.
* Able to work well under pressure and use own initiative.
* Demonstrates excellent time management and organisational skills.
* Strong written and verbal communication skills, with an ability to communicate effectively and appropriately at all levels.
* Sensitive listener and has an understanding of the issues facing young people.
* Able to work independently, or flexibly and cooperatively as a team.
* Approachable and positive.
* Committed to continuous self-development and willing to attend appropriate training and meetings
* Ability to be flexible, to meet the needs of the school

## OTHER:

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager/s.

The job description may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

## TERMS AND CONDITIONS OF SERVICE:

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures.

The post holder will be required to attend statutory and mandatory training.

Post holders must be committed to safeguarding and promoting pupil welfare. They will be subject to an enhanced DBS and Child protection checks. We are an equal opportunities employer.