



JOB DESCRIPTION

Downside School

Post Title: Nurse / Health Practitioner

Department: Health Centre

Location: Stratton-on-the-Fosse, Radstock

Reports to: Head of Nursing

Date of Issue: June 2021

The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

Downside School aims to ensure the health and well-being of its pupils by the provision of health services that are welcoming and supportive of children and young people. The nursing staff at Downside are responsible for the care of pupils who are unwell. The role can include health promotion, dispensing of medication and dealing with both minor and major injuries.

The Health Centre is staffed 24 hours a day by registered nurses during term time (currently 34 weeks). The Health Centre nursing staff are responsible for providing pupils with services for treatment of ailments and injuries as well as offering a place of 'refuge' and emotional support.

Duties and Responsibilities

The following list is not exhaustive but the post holder's principal responsibilities are to:

- Provide a high standard of health care provision to pupils attending the Health Centre who require either immediate assessment, treatment and/or possible onward referral to other Healthcare providers e.g.: Primary Care, Secondary Care, Emergency Departments.
- Be responsible for the organisation and running of the treatment room facilitated by Nurse Drop in Clinics throughout the hours of duty.
- Assess, plan and implement care for pupils admitted as an inpatient to the Health Centre.
- Keep the Head of Nursing fully informed about developments in the Health Centre.

- Be on duty when there are pupils on site at the beginning and end of term.
- Ensure that pupils are taken to Outpatient appointments and MIU/ED by a responsible adult, approved by school.
- Help organise and monitor appointments for pupils to Doctors, Dentists and other clinics under the direction of the Head of Nursing.
- Liaise with the School's medical officer (GP) and, where appropriate, Social Services only under the direction of the Head of Nursing.
- Maintain medical records with due confidentiality and accuracy, and observe the requirements of the Data Protection Act in so far as they may apply to the Health Centre.
- Keep records of all accidents/incidents and ensure they are appropriately reported in line with the organisations Health and Safety reporting mechanisms.
- Record dispensing of drugs following drug protocols and Homely Remedy Policy.
- Notify parents/legal guardians, the relevant House Master or House Mistress (HsM) and Head of Nursing immediately about an individual pupil's health if there is cause for concern.
- Ensure Infection Control is maintained within the Health Centre.
- Attend departmental meetings and all full-school staff meetings/INSET as required.
- Be aware of, and carry out all tasks and duties in accordance with Health & Safety requirements and evidence based medical and nursing practice.
- Adhere to departmental policies.
- Provide a full hand-over to the next nurse on duty and to keep the Head of Nursing fully informed of any major developments or concerns arising whilst on duty.
- Refer any pupil that may need counselling to the Head of Nursing.
- Be available to talk to parents, who may wish to discuss matters relating to their child's health, particularly when pupils are in school at weekends. Document all conversations.
- Answer the Health Centre telephone and check voicemail messages and respond appropriately to e-mail messages on the Health Centre generic email account.
- Assist with the induction process for new staff.
- Carry out immunisations and vaccinations under the direction of the Head of Nursing.
- Communicate electronically using the designated Health Centre email and parent portal. School/health issues must only be sent and received using Health Centre e-mail. Health Centre e-mail must not be accessed remotely.
- Undertake duties that may be reasonably assigned by the Head of Nursing.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation;
- Conduct yourself with professionalism, tact, discretion and diplomacy at all times as a representative of the Organisation.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i>	DESIRABLE <i>This information could be used to differentiate applicants.</i>	HOW IDENTIFIED <i>(Application / Interview)</i>
Qualifications	Registered Nurse (Paediatric) or Registered Nurse (General) Part I of NMC Register, or Registered Paramedic (HCPC) or Registered Allied Health Professional (HCPC)		Application
Knowledge & Skills	<p>Fully conversant with The NMC Code for Nurses and Midwives and The NMC Standards for Competence for Registered Nurses</p> <p>Fully conversant with HCPC code of conduct and professional Scope of Practice</p> <p>Knowledge of safeguarding and pastoral issues</p> <p>Excellent oral and written communication skills</p> <p>Ability to keep detailed and accurate records</p> <p>Ability to prioritise and to work own initiative and under pressure</p> <p>Fully competent in the use of ICT, ideally MS Office, email and Teams</p>	Knowledge and experience in the triage and care of children with minor injuries/illnesses and complex medical conditions	Application/ Interview
Experience	<p>Demonstrable experience as a Registered Nurse</p> <p>Demonstrable experience of working as an Allied Health Professional (Paramedic)</p>	<p>Previous work with children and young people</p> <p>Experience of health provision in a School environment or similar setting.</p>	Application/ Interview

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Personal competencies and qualities	<p>Sensitivity; listens well and understands the needs of others</p> <p>Appreciation of the ethos of a Catholic and Benedictine boarding school, and a commitment to the spiritual life of the school</p> <p>Calmness under pressure, with a confident and friendly manner</p> <p>Discreet and confidential</p> <p>A flexible and cooperative approach and able to demonstrate emotional intelligence</p> <p>Ability to work alone or as part of a team and collaborates well with all colleagues</p> <p>Responsive to change</p>	<p>Kind, caring and compassionate</p> <p>Committed to self-development with a willingness to attend appropriate on-going training/updates.</p>	Application/ Interview

Received by (print name): _____

Signature: _____

Date: _____