

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

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| Post Title: | School Nurse Part-Time |
| Salary: | Sister in Charge of the Health Centre |
| Responsible to: | Head of Boarding |
| Hours: | Shifts are made up of earlies (7am-3pm), lates (1.30-9.30pm), and on call night shifts (worked from home) Term time only |

Information on RAAS Health Centre

The Health Centre is a 11 bedded facility that cares for the needs of pupils and staff at the Royal Alexandra and Albert School. It provides care 24 hours a day 7 days a week during term time.

We have a G.P. that that holds surgeries at the Health Centre once a week.

There is a counselling service based in the Health Centre.

Key Responsibilities

Professional

- Adhere to 'NMC Code of professional conduct' and be conversant with the 'Scope of professional practice' and other NMC advisory papers
- Use evidence-based practice to develop and maintain a high quality of nursing care to the pupils.
- Ensure that the code of confidentiality is adhered to.

Nursing

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

- Provide 1st aid and emergency care and treatment as necessary.
- Assist in carrying 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 relevant to the school population and individuals.
- Operate procedures for control of infectious diseases
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintain treatment room stock, hygiene and tidiness.
- Provide confidential counselling and health advice service as appropriate.
- Assist in the development and writing of care plans for pupils requiring them, in liaison with pupils, parents and boarding house staff.

- Assist in the running of doctor's surgeries, including advising pupils to attend and referring to medical officer as appropriate.
- Arranging for boarders to attend any medical, dental or other health appointments as necessary.
- Assess, implement and evaluate in patient care of pupils admitted to health centre (within agreed levels of confidence)
- Maintain safe storage, usage and disposal of medical drugs and supplies.

Health Education

- Promote health education throughout the school population.
- Keep up to date with current health promotion initiatives.

Administrative

- Maintain medical records accurately, confidentially and safely.
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- Record dispensing of drugs following drug protocols
- Maintaining general office procedures.

Health and Safety

- Have an involvement and awareness of health and safety issues within the school affecting staff, children or the environment.
- Keep records of all reported accidents.

Liaison

Internal:

- To work closely with other members of the health centre team to ensure seamless and continuous care, and with parents, academic staff, boarding staff, school office staff and all other departments as necessary.

External:

- School health advisors and other members of the primary health care team.
- Social services where appropriate
- Doctors, health care staff and pharmacy as appropriate
- Appointments and admission staff for consultants, orthodontics, dentists and opticians, physiotherapy etc.
- Counsellors

Other

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the School

Person Specification

Knowledge/Qualifications

- Professional nursing qualification- Registered General Nurse with relevant post registration experience.
- Knowledge and experience of providing 1st aid and the care of children with chronic illnesses.

Communication

- Clear, concise, timely and appropriate oral and written communication.

Sensitivity

- Listens well and understands others' needs and perspectives

Self-Motivation

- Meets objectives on own initiative
- Committed to continuous self-development
- Willingness to attend appropriate on-going training/updating.

Teamwork

- Flexible
- Co-operative
- Helpful
- Self-aware
- Collaborates well
- Ability to work alone and as part of a team.

Organisation

- Systematic
- Efficient
- Meets agreed priorities

Response to change

- Investigative
- Adaptable
- Prepared.

Technical skills

- Good basic keyboard skills

Physical

- Able to undertake all the physical requirements of the post and use equipment, according to the health and safety guidelines.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.