

**Job Description**

**Job Title:** School Nurse

**Reports To:** Head Nurse

**Place of Work:** Based in the School Medical Centre, but may be required to visit other areas of the site as required

**Purpose of Job:**

To ensure the provision of a clinically effective, high quality and professional nursing service to the School community, including emergency and in-patient assessment, treatment and care to pupils, and emergency and first aid care to anyone either working at or visiting the School.

**Main Duties and Responsibilities:**

**Nursing Care**

* Review, monitor and record the health status of all pupils and in particular all new Boarders, on entry to the School, and annually in accordance with Royal Russell medical procedures, including assisting the School Doctor with routine medicals
* Provide a nursing service to pupils and staff, ensuring all pupils are seen promptly when the need arises and assessed to identify any further requirements. Provide a day surgery for pupils alongside open access “drop-in” sessions to provide them with personalised support and advice in areas such as relationships, managing stress and risk-taking behaviours. Be available to attend to any further health problems which may arise out of surgery hours
* Work with staff, parents, carers and pupils to reduce above average absence due to sickness and support pupils with long-term conditions to self-care in School
* Provide nursing care for pupil inpatients within the Medical Centre, including overnight care and be on call during night shifts for boarders on a roster basis with other nursing staff
* Continually enhance own professional knowledge and competence by keeping up to date with professional and clinical developments and best practice in the nursing profession and related areas, as well as changes in nursing practice
* Ensure that the medical rooms, facilities and first aid kits throughout the School are maintained to School requirements; that all dispensed treatment and all supplies used are recorded in accordance with drug dispensing protocols, and that strict hygiene and safety rules in the Medical Centre are observed by self and any visitors. Restock medical supplies as required.
* Provide contraceptive advice to pupils as required

**Administration**

* Maintain medical records accurately, confidentially and safely. Keep nursing records to a high standard
* Input and update pupil medical information to iSAMS so that relevant information is shared with the teaching team
* Dispense medication as appropriate to pupils and support pupils special medical needs who are unable to self-medicate
* Develop and maintain individual risk assessments and Personal Evaluation Plans as required for pupils with medical needs requiring support either in the short or long term, ensuring that relevant staff are informed accordingly
* Carry out safe storage, usage and disposal of medical supplies and drugs and follow School procedures for safe disposal of clinical waste, including keeping required records

**Health Education**

* Promote health education throughout the school population
* Assist in the development of a School Health Promotion plan by actively supporting the School PHSE programme to support the care and wellbeing of pupils and staff
* Provide training, support and advice for teachers and other staff on specific health needs/issues eg use of adrenaline auto-injectors, asthma inhalers, diabetes care, epilepsy, allergies, substance misuse, head lice etc

**Pastoral Care**

* As part of the Pastoral team, create a climate in which pupils feel happy and relaxed to approach any member of the team including the School Counsellor, Housemaster/Housemistress (HoM) or Deputy HoM, Tutors or the Deputy Head Pastoral as well as other nursing staff
* Devise and implement strategies, in conjunction with the Head Nurse and Deputy Head Pastoral to ensure that the most vulnerable pupils and those with particular personal needs/problems (eg those with diabetes, a history of self-harm, caring responsibilities) are identified and appropriately supported
* Provide a confidential counselling and health advice service as required liaising with the School Counsellor, the safeguarding officer and external agencies as appropriate to identify and safeguard pupils who may be at risk of, or suffering from physical, sexual, emotional abuse or neglect

**Health and Safety**

* Advise on, develop and operate procedures for the control of infectious diseases
* Implement and maintain arrangements for first aid provision to comply with statutory and School requirements, including risk assessment to determine the total number of trained first aiders required, the training of first aiders, maintenance of records, accident reporting arrangements (using RIDDOR), statutory notices and stocking of first aid boxes
* Advise the Head Nurse and/or Operations Director/Deputy Head in the development of health-related policies, the health and safety implications of medical provision, preventative or risk reduction programmes for any specifically identified School needs as part of an overall health promotion programme eg nutrition, obesity, physical activity, allergies etc.

**Liaison**

* To identify any deviation from normal health, likely to impact on a pupil’s development or capacity to learn, and respond accordingly, liaising with appropriate health professionals, including doctors and other healthcare professionals
* Ensure that relevant parties (particularly a pupil’s parent/guardians, House staff) are advised of specific situations as quickly as possible as and when the need arises eg when there is an outbreak of a communicable disease, or an immunisation programme
* Organise and assist School Doctor with surgeries during the week including routine medicals
* Actively contribute to and participate with colleagues as required in the production of reports for the School Health and Safety Committee, School Risk Register or School Incident Plans including a response to outbreaks of communicable diseases

**Other responsibilities**

* Ensure the safety and wellbeing of children and young people at the School by adhering to and complying with the School’s Safeguarding (including Child Protection) Policy and Procedures at all times.
* Display correct staff identification at all times whilst on site.
* Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
* Attend Royal Russell Day and Open Day as required.
* Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
* Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

**In addition** you will undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

**Person Specification – School Nurse**

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and personal statement (A), at interview (I) and in some instances by an exercise (E) or Task (T).

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|  | **Essential Criteria**  Criteria Assessed by: Application (A) and Interview (I) | **Desirable Criteria** |
| **Qualifications and Experience** | * + Qualified RGN/ RSCN / HCPC Paramedic registration with the NMC current Personal Identification Number (PIN) (A) * 2 years post registration experience preferably including paediatrics or adolescent health and Accident and Emergency (A) * First Aid certificate (A) * Good level of general education including GCSE English and Maths at Level 5 or above or equivalent (A/I) | * First Aid trainer (A) * Adrenaline auto-injector trainer (a) * Paediatric First Aid trainer (A) * PTLLS or equivalent (A) * Experience of working in school environment (A) |
| **Knowledge /Skills** | * Excellent interpersonal skills able to communicate effectively both verbally and in writing (A/I) * Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines (I) * Experience of working unsupervised in a health setting (I) * Good understanding of the principles of child protection and child surveillance programmes (I) * Evidence of and commitment to professional development (A) * Good IT skills, record keeping and with ability to maintain accurate electronic records(A/I) | * Experience of using ISAMS (I) |
| **Personal Attributes** | * Enjoys working with children and young people (I) * Warm, open personality with positive attitude   and able to work in a calm, confident manner when dealing with accidents/first aid issues (I)   * Strong organisational skills (A/I) * Works well in a team (I) * Ability to build relationships with pupils, parents and colleagues throughout the school (I) * Flexible approach to working hours/rosters (I) * Commitment to high standards of clinical care (I) * A self- motivator, with the ability to think proactively (I) |  |

**May 2018**