

ST MARGARET'S

SCHOOL

School Nurse– Job Description

Full-time, term time plus 2 weeks.

Reports to: Vice Principal

The Role:

The School Nurse is an integral part of the St Margaret's community. The main purpose of the role is to provide first-line medical assistance to pupils and staff, and to be responsible for the assessment and treatment of minor illness and injuries.

The postholder will deliver care within the boundaries of the role, focusing on student well-being and health education. Our team of two School Nurses work closely with the Welfare Officer and School Counsellors to maximise effective support for students.

Boarding Pupils

- Provide pupils with emergency nursing care during the hours of 08.15 – 17.00
- Treat pupils for minor illnesses and injuries
- Give health care advice on an individual basis to both pupils and parents (including pupils with asthma, diabetes, food intolerance, head lice, eczema, eating disorders and pupils with serious allergies who have been prescribed Epipens)
- Liaise with parents when pupils are unwell if indicated, or have more serious injuries
- Do an initial medical screen of each boarding pupil
- Ensure that pupils have up to date vaccinations and arrange these as necessary
- Arrange for travel vaccinations and anti-malaria pills for pupils travelling overseas for school holidays
- Ensure that pupils and staff know that no medication is to be kept inappropriately in the boarding house
- Teach the boarding staff to administer medication correctly to boarding pupils in the evening and at weekends, to comply with Ofsted guidelines
- Maintain a nursing record of each pupil to include all treatment given (to include any vaccinations, medical, dental, or other health appointments)
- Do annual medical health check of each boarding pupil
- Arrange any medical, dental, or other health appointments as necessary

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Day Pupils

- Provide pupils with emergency nursing care during the hours of 08.15 – 17.00
- Treat pupils for minor illnesses and injuries
- Give health care advice on an individual basis to both pupils and parents (including pupils with asthma, diabetes, food intolerance, head lice, eczema, eating disorders and pupils with serious allergies who have been prescribed Epipens)
- Liaise with parents when pupils are unwell if indicated, or have more serious injuries
- Maintain a nursing record of each pupil to include all treatments given while at school

Staff

- Provide staff with emergency nursing care during the hours of 08.15 – 17.00
- Ensure all staff have appropriate awareness and understanding of the common medical conditions in the school
- To organise and deliver appropriate staff training e.g. Anaphylaxis

Administration

- Maintain and regularly update all medical records including the medical information for each pupil on iSAMS
- Maintain safe storage, usage and disposal of medical drugs and supplies
- Maintain all the first aid kits on the school campus, excluding those in the sports centre. These are checked and replenished each term.
- Ordering stock each term
- To input and update individual pupils' medical information on iSAMS as required
- To identify, implement and evaluate individual health care plans for pupils with medical conditions, in liaison with parents (e.g. severe allergies)
- Maintain an up to date list of pupils with severe allergies who have been prescribed Epipens for display in the staff rooms and kitchen
- Maintain an up to date list of pupils with food intolerances for display in the staff rooms and kitchen
- To co-ordinate all government-led immunisation programmes (and staff flu vaccinations)
- Work with the Director of Estates on the updating of health and safety statement and all associated policies (administration of medication, infection control, first aid, etc)
- Keep records of all reported accidents and log with the Director of Estates

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Other duties

- To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting any concerns to an appropriate person
- Attend health and safety meetings
- Attend house staff meetings
- Attend staff meetings
- Liaise with relevant staff to identify areas of concern and referring vulnerable pupils to the appropriate agencies

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.

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SCHOOL NURSE – PERSON SPECIFICATION

QUALIFICATIONS / TRAINING / DEVELOPMENT	ESSENTIAL	DESIRABLE
Professional nursing qualification – Registered General Nurse with relevant post-registration experience		✓
Current NMC registration		✓
A commitment to CPD	✓	
A minimum of two years full time nursing experience	✓	
First Aid at Work qualification	✓	
KNOWLEDGE, SKILLS & PERSONAL QUALITIES		
Ability to diagnose and treat minor ailments and injuries	✓	
Ability to recognise more serious ailments and injuries and treat them appropriately	✓	
Ability to provide healthcare advice to pupils and their parents	✓	
Ability to relate well as a professional nurse and understand the needs of a diverse pupil body	✓	
Ability to gain the trust of pupils and encourage them to talk about any concerns they may have	✓	
Ability to deal with sensitive issues	✓	
Ability to remain calm in an emergency	✓	
Ability to work well in a team and alone	✓	
Ability to manage time efficiently and to meet agreed priorities	✓	
Excellent oral and written communication skills	✓	
Ability to establish and maintain good working relationships with staff, parents and pupils.	✓	
Experience working within an educational setting		✓
Be responsible and conscientious	✓	
Be flexible, adaptable and non-judgemental	✓	
Good basic IT skills (MS Office and management information systems)	✓	
DISPOSITION		
Self motivated	✓	
Professional manner and attitude	✓	
Tactful and patient	✓	
Well-developed listening skills, demonstrating an understanding of others' needs and perspectives	✓	
Willingness to attend appropriate on-going training	✓	