**SCHOOL NURSE – JOB DESCRIPTION**

**HOURS:** 40 hours per week with ½ hour unpaid lunch (Monday to Friday), term time only. *Some Saturday cover will be required for home matches and Sports Day which will be paid as overtime.*

**THE ROLE**: Working under the direction of the Director of Support Operations and School Medical Officer, the post holder will be responsible for the day to day clinical care of pupils, staff and visitors. The post holder is expected to work in partnership with staff, pupils, parents, GPs and other appropriate agencies to carry out health surveillance, health promotion and other public health initiatives required by the School.

This position requires excellent chid-centred clinical and communication skills while working as part of a small close-knit team.

**REPORTING:** The School Nurse will report to the School Medical Officer on all medical matters and to the Director of Support Operations for day-to-day issues. Pastoral issues with regard to pupils should be dealt with in close liaison with the Director of Pastoral Care.

**RESPONSIBILITIES AS A SCHOOL NURSE:**

**Professional Responsibilities**

* To practice at all times within the Nursing and Midwifery (NMC) Code of Professional Conduct and be conversant with the Scope of Professional Practice and other NMC advisory papers
* Maintain NMC Registered Nurse Status and adhere to the requirements of PREP and revalidation
* Operate under the guidance of best practice, as dictated by local and national policies, including child protection
* To liaise with the Child Protection Officer as appropriate. This may include initiating plans of care and attending meetings
* Use evidence based practice to develop and maintain a high level of nursing care to pupils
* To ensure that a code of confidentiality is adhered to while also following Safeguarding guidelines
* Be responsible for the implementation of projects, policies and protocols relevant to health
* Act as a role model and motivator for other members of the team
* Be responsible for the smooth and efficient running of the school Surgery ensuring efficient systems and processes are in place

**Nursing**

* Provide a high standard of service within NMC guidelines to pupils, staff and visitors
* To deliver first aid and emergency care as necessary both in school and on the playing fields as required
* Organise and run nurse drop-in clinics throughout the day and evening and be contactable at all times whilst on duty
* Provide confidential advice and support to pupils
* Ensure care plans are developed and written for those pupils with specific medical needs and ensure that this information is disseminated among appropriate staff
* To assess, implement and evaluate in-patient care of pupils admitted to Sick Bay
* To assess, triage and treat patients attending Surgery
* Operate procedures for the control of infectious diseases and to practice within Universal Precautions
* To hold and issue medications to pupils, maintaining safe storage, usage and disposal
* Liaison with Boarding House staff and whole school staff as necessary
* Attend appointments with Boarders as appropriate

**Health Education**

* Promote health education throughout the school population utilising opportunities to deliver information to pupils, staff and parents.
* To maintain and increase awareness of First Aid techniques
* Support the curriculum and take part in the delivery of certain lessons, with the support of teaching staff, as appropriate, e.g. PHSE and Science lessons.
* To ensure the provision of and access to a range of publicity information and materials on issues relating to pupil health
* Keep up to date with current health promotion initiatives
* To support and mentor junior staff
* To coordinate staff training of first aid

**Administrative**

* To ensure appropriate paperwork and records, following the NMC Code, are completed, including accident reports
* Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information
* To ensure supplies of medicines, first aid equipment and other items required for Surgery and first aid boxes around the school
* To organise and oversee termly staff first aid training, including first aid at work, defibrillator, paediatric first aid

**Liaison**

* To meet regularly with Boarding House staff.
* Liaise with School Medical Officer to facilitate national programmes e.g. immunisations
* Liaise with members of staff and parents regarding pupils’ health and wellbeing
* To attend meetings within and outside of the school relating to health issues
* To link up and attend local nurses forum

**SPECIFIC REQUIREMENTS AS A SCHOOL NURSE**

* Special Nurse Role: Asthma/Diabetes/Mental Health/Sports Injuries/PSHE
  + To provide specialist advice and support to the Surgery patients and staff on the specialist area
  + To work as the named nurse for all pupils with this condition- including the development of nursing care plans, multi-disciplinary care plans and risk assessments as necessary
  + To assist in the development of policies to promote evidenced based practice
  + To develop teaching sessions to keep both nursing and school staff up to date with changes in practice (e.g. diabetes, asthma, anaphylaxis)
  + To attend regular Continuing Professional Development (CPD) sessions to ensure knowledge and skills are up to date
  + To be willing to undertake additional training as required to improve personal and team knowledge of specific area, e.g. sports injuries

**Child Protection** - all employees have a duty for safeguarding and promoting the welfare of pupils.  Staff must be aware of the school’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead (Child Protection Officer) without delay.   Staff must also ensure they complete the appropriate level of safeguarding children training identified by the college as relevant to their role.

**The post holders will also**:

* Comply with all Health and Safety procedures required by the School
* Work within the guidelines and policy and procedure requirements laid down by School policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity
* Demonstrate day to day commitment to the School’s Core values
* Be required to carry out such reasonable additional duties as may from time to time be determined by Senior Management
* Participate in the School’s Staff Appraisal Scheme as required and attend training and development as appropriate to the role
* Be mindful of the need to ensure all pupils receive a high level of care and discipline at all times (consistent with the Staff Handbook)
* Promote the good name of the School through conduct towards pupils, parents, agents and other parties, and attendance at School events
* Adhere at all times to School standards

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

The post-holder’s responsibilities for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school’s Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risk to safety of welfare of children in the school, s/he must report any concerns to the school’s DSL, Designated Safeguarding Lead or Head.

**School Nurse – Person Specification**

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| The successful candidate will have the following attributes and competencies: | | |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATIONAL QUALIFICATIONS** | * Qualified to work in the UK * Current and clean driving licence * Registered Nurse with up to date NMC registration (pin code to be provided) * Evidence of formal professional updating * Evidence of CPD | * Experience of working with children * Paediatric First Aid, but a refresher will be offered * Experience of dealing with child Diabetes, Asthma, Mental Health and Sports Injuries – if not training will be offered |
| **EXPERIENCE** | * Experience of working with children * Experience of autonomous practice * Experience of dealing with minor injuries and illnesses * Experience of delivering training | * Experience of leading a small team * A&E/Primary Care experience * Minimum of one year experience in a similar role |
| **SKILLS & ABILITY** | * Good planning, communication and organisational skills * Good ability to use new technology effectively * The ability to work with colleagues from across the school to enrich pupils lives * A belief in the unlimited potential of every pupil * Excellent ability to effectively communicate both verbally and in writing * Experience of generating and implementing care plans * Experience of implementing effective infection control protocols * Excellent decision making skills * Good IT skills |  |
| **PERSONAL QUALITIES** | * Strong interpersonal skills with the ability to deal confidently with a wide range of people including senior management, staff, pupils and parents * Passion, resilience, integrity and optimism * Is approachable at all times and is empathetic to the needs of others * Be able to work flexibly as workloads require and take ownership of tasks * Attention to detail and ability to actively question and clarify information * A role model who demonstrates professionalism at all times * An open mind and an ability to change and adapt |  |
| **MOTIVATION** | * A committed interest in working with school aged children and in providing a professional and caring service to the school * A motivation to assist to develop nurse led services * A commitment to regular and on-going professional development and training * Willing to assist the boarding house parents as necessary within this small but dynamic setting |  |
| **OTHER** | * Sense of humour, enthusiastic together with a mature and unflustered attitude. |  |