

Role Profile: School Nurse

Purpose

The School Nurse is required to be available each weekday during term time between the hours of 9.00am to 4.30pm and be responsible for the First Aid and medical support needed for the pupils each day.

The post holder will report to the Business Manager and work closely with all staff and pupils. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with children and parents.

Key Accountabilities

Main Duties and Responsibilities

Treatment

- General sickness and health. Assuming responsibility for and ensuring that proper provision is made for any child in the school who feels unwell. This will include the appropriate medical assessment of the situation and treatment as necessary, in a triage role, including contact with parents/guardians and teaching staff. The Nurse will be responsible for the supervision of the child until the parents can attend.
- Dispense and administer as needed all prescribed medicines brought into school as authorised by parents. Administer 'over the counter' medication as required and according to school policy.
- Specific Conditions: keep up to date in the management and care of children with chronic conditions including asthma, diabetes, life threatening allergies, etc
- First Aid: Have a sound knowledge of the latest first aid techniques. Deal with day to day incidents and pupil accidents, including providing treatment for minor cuts, grazes, stings etc. Assessing the extent of more serious cuts, knocks and bruises and organising provision of medical treatment, including visits to Accident and Emergency unit if necessary and escorting pupils if the carer is not available.

Health Education

Contributing to the school's general programmes of health education across the year groups and advising pupils and staff accordingly, including:

- Promotion of health throughout Downsend School
- Visiting our three Pre-Prep Schools to give advice and training when required
- Educating staff re medical conditions, first aid, infection control

Medical Profiles and Supplies

Ensuring proper implementation and awareness of individual child medical profiles, including allergies, asthma, diabetes, epilepsy etc and monitoring and replenishing stock of first aid and any other necessary equipment throughout the school including assisting with:

- Checking health forms of all new pupils
- Compiling and maintaining up to date lists of children's health problems and issue class lists to all staff
- Update allergy and asthma registers
- Support staff who are away with children on day and residential trips ie Providing general and specific first aid supplies
- Maintain all First Aid boxes in school and on minibuses

Administration

Maintaining adequate written and computer records on pupil database SIMS.net including:

- Recording all visits and treatment given to pupils on Medical Tracker
- Ensuring compliance with HSE and accident reporting (RIDDOR requirements)
- Ensuring safe and confidential custody of records and information and their rapid retrieval
- Maintaining treatment room stock, hygiene and tidiness and take care of drugs and equipment (sufficient medical supplies/correct waste disposal)
- Attend meetings and training courses as required to update knowledge and skills in line with modern professional practice
- Maintaining PREP (Post Registration Education and Practice)
- To be familiar with and follow the school's policies and procedures
- Any other duties commensurate with the post

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Qualifications	✓ RGN or RSCN/RN qualification or equivalent	First Aid Training
Skills	✓ Excellent interpersonal and communication skills ✓ Excellent organisational and administrative skills ✓ Ability to work as part of a team and independently ✓ Discretion and confidentiality ✓ Flexible team member ✓ Pro-active and self-motivated with a high level of initiative ✓ A willingness to learn and adapt	✓ Ability to work with local Management Information Systems eg Sims and Medical Tracker to maintain computer records on pupil database
Experience		✓ Previous experience of working in education would be an advantage

Key Stakeholders:

Internal - SLT, staff, pupils, parents

External - Cognita School Support Centre

Signed: Name (print):

Date: