

JOB DESCRIPTION

Job Title: School Nurse and Health Advisor
Reports to: Assistant Head Pastoral
Position: Permanent, term time plus INSET training days and pre-term in summer

The Role

The role of the School Nurse at Sibford School is to proactively support pupils' health and wellbeing in order for pupils to fully participate in an active school life. They will provide leadership and practical day to day nursing for the school community as well as advising upon best practice in healthy living, first-aid and illness prevention.

Main Responsibilities

The proactive provision of medical care to pupils and staff on a daily basis:

- Ensuring the best possible medical care is available to both pupils and staff on an immediate and an emergency care basis
- Treating pupils and staff as appropriate with the aim of encouraging pupils to return to their normal timetable as soon as possible
- Where necessary, arranging for the pupil/staff member to get home safely or to alternative care, e.g. parent, guardian, or to hospital
- Administering and ordering medication according to school policy
- Maintain medical equipment as required
- Performing necessary health checks to assist with diagnosis
- Arranging outpatient transportation and chaperoning pupils to medical appointments to hospital as required
- Liaison with parents and staff in accordance with school policies on medical and mental health
- Be an active participant in the delivery of the schools' PSHE programme on mental and physical wellbeing
- Take an active lead on developing and supporting mental health care

The Nurse has responsibility for the day-to-day management of the Medical Centre and in particular:

- Ensuring that the Medical Centre is appropriately staffed, stocked and equipped
- Ensuring safe storage, usage and disposal of medical supplies and drugs
- Provision of first aid kits around school and replacement of supplies as required
- Timely maintenance of pupil files, medical records and Medical Centre attendance records
- Organisation of essential emergency medications in the Dining Hall and on trips

Coordinating immunisation programmes:

- Liaising with local health authorities in the organisation of immunisation programmes
- Arranging and managing communication with parents with regard to consent
- Maintaining records on electronic register where appropriate

Liaison with House parents or equivalent with regard to any medical issues concerning pupils:

- Development of health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities
- Regular meetings with senior pastoral staff to provide advice on effective pastoral care for particular pupils
- Drafting and updating of 'essential care list' of pupils with 'need to know' conditions
- Providing general advice and training for staff for initial care of pupils with particular medical needs

Providing support to academic staff in pastoral care and counselling:

- The School Nurse will work closely with the Designated Safeguarding Lead and pastoral leaders but at all times exercise judgement regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children
- The School Nurse will liaise with the School Wellbeing Coaches to set up an appointment schedule and maintain a record of appointments.

Teaching of pupils and / or staff

- As requested, provision of first aid updates for members of staff, particularly P.E. staff or those regularly involved in residential trips
- As requested, contributing to topics within PSHE schemes of work and/or other Meetings (Mental Health, Sex Education, Healthy Eating).
- As appropriate, raising awareness of medical, health and wellbeing issues to pupils and staff throughout the school – this may be by distributing appropriate material via pastoral staff, or updating health issues notice boards
- Keep up to date with training on Staff Welfare, Immunisations, First Aid for trips and Defibrillator.

Involvement in Health and Safety issues:

- Working with staff to ensure the timely completion of accident reports and following school policy in the submission of RIDDOR reports
- Medical representation on the School Health and Safety Committee

Administration

- Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine etc on entry to school and at agreed stages of school career are obtained and retained
- Assisting with the implementation and regular updating of pupil health care plans
- Maintaining electronic records of daily visits to Medical Centres or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information
- Gathering information, preparing reports and working with other appropriate staff to prepare for regular policy audits by the Governing body

General

- Providing cover for sports fixtures, games sessions and other events as required
- Some additional Saturday working may be required to cover Open Days and events but adequate notice will be given in advance
- Carrying out such other duties within the postholder's capabilities as may be responsibly requested from time to time
- To be, wherever possible, available out of hours for consultation by phone if required by House parents

Terms and Conditions

Salary

Within RGN Scale Band 5

Hours of Work

41 hours per week, Monday to Friday, term time plus six days per year. There is a need to be flexible about hours in order to carry out these duties and responsibilities effectively. Some evening and weekend working may be required. Working hours will be agreed in advance with your line manager and time off in lieu may be given at your line manager's discretion.

Probationary Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Committee.

Lunch Period

There is an unpaid lunch break of half an hour. A complimentary lunch is available in the Dining Hall.

Holidays

The salary includes 25 days paid holiday entitlement pro rata plus public holidays, to be taken during school holidays (rising to 30 days pro rata after 5 years service).

Confidentiality

The need for absolute confidentiality and discretion, both within the school and the wider community must be understood.

Dress code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times.

Job Specification

	Essential Criteria	Desirable Criteria
Qualifications	RSCN, RN-child, or RGN with relevant experience (ie A&E, school nursing, Practice nursing)	Experience in the field of paediatric mental health
Experience	Either school nursing, A&E, paediatric nursing or experience in adolescent health. Minimum 3 years post registration	Good working knowledge of Child Protection issues (training will be provided on appointment if a refresher course is necessary)
Ability/Skills	Ability to work independently without medical back up on site. Computer literate. The school typically uses Word and Excel plus SIMS. Medically fit and able to cope with a physically demanding site. The ability to demonstrate an understanding of school protocols and policies and a full	Experience in working in mental health an advantage.
		Ability to train the staff / students in first aid



	<p>acceptance of the need for compliance. Willing to make a full, proactive contribution to the life of the school.</p> <p>An exemplary attendance record in his/her present and previous employment.</p> <p>Excellent communication and interpersonal skills, especially with children and essential for liaison with all members of staff across the whole school.</p>	<p>Full clean driving licence</p>
<p>Personal Attributes</p>	<p>Confident and calm when dealing with a range of accidents and first aid issues. Friendly, sympathetic and supportive personality. Energetic, motivated and enthusiastic. Sympathy with school, ethos and values.</p>	<p>Pro-active and Good sense of humour. A desire to actively participate in the wider life of the school community.</p>