

## **JOB DESCRIPTION**

### **HEALTH CENTRE SCHOOL NURSE (BAND 6)**

#### **REPORTING TO:**

The postholder is accountable to the Senior Nurse and Health Centre Manager. The nursing team in turn, is accountable to the Deputy Head (Pastoral). Each nurse is expected to work within the professional guidelines and adhere to the NMC Code of Practice. The appointment is for the equivalent of a Band 6 nurse because it is expected that the successful applicant will have the experience and skills which both enable them to work effectively and positively within the team as well as work as a lone worker for some periods of time.

#### **PURPOSE OF JOB:**

To provide Health care to all pupils, plus first aid treatment to all members of the School community over a 24-hour period, 7 days a week during term time on a flexible working basis.

#### **Hours:**

The post is full time during term time, the contract is for 35 weeks of the year.

#### **KEY RESPONSIBILITIES:**

To support the nursing team in the provision of excellent care.

#### **Nursing**

- To provide medical services to all pupils, members of staff and any school visitors on site as necessary.
- To be available for consultations with pupils and staff. Advice may also be given over the telephone, or by e-mail.
- To triage patients prior to any appointment with a GP, this may include advising the GP regarding prescriptions required, and may mean that a GP appointment is not necessary.
- To consult with a GP over the phone or via the EMIS system to support the best care of the pupil.
- To be present and to assist with the Doctors' weekday surgeries.
- To carry out boarding pupil Health checks or other health appointments as necessary, liaising with the Matrons in the boarding houses.
- To assess, implement and evaluate the care of in-patients admitted to the Health Centre. Five beds are available for in-patients and provision is made during the day for extra pupils to rest and receive care in the Health Centre.
- To recognise the need for referral e.g. to the GPs at the Canterbury Medical Practice, or the 'Out of hours' GP service, Minor Injuries / Accident + Emergency services, GUM services, Counselling or other Mental Health services.
- To provide first aid and emergency care / treatment as necessary.
- To give confidential support to pupils and staff, and offer health advice as appropriate.
- To organise and review pupils with chronic conditions such as Asthma and Diabetes and be able to assess and treat wounds, minor burns and injuries.
- To work within the Department of Health guidelines and the protocols established within the Health Centre for the prescribing/dispensing of medication.

- To organise clinics as previously agreed e.g. Asthma, Emergency Anaphylaxis / AAI training, Sexual Health, Travel Health.

### **Preventative Health**

- To carry out adolescent surveillance programmes in conjunction with the rest of the team.
- To follow good practice and patient specific directives on immunisation procedures relevant to the school population and individuals.
- To follow the correct procedures for the control of infectious diseases.
- To follow procedures for the safe disposal of all clinical waste.
- To be aware of the recommended safe storage, rotation, usage and disposal of medical supplies and drugs.

### **Health Education**

- To promote health education throughout the school population. Involvement in the delivery of Life Matters (PSHE) is expected.
- To provide and offer education on sexual health matters.
- To keep up to date with current health promotion initiatives.
- To provide First Aid tuition to pupils and staff on topics such as Anaphylaxis and the use of emergency Adrenaline administration, Asthma treatments, and the correction of high low blood sugars for Diabetic pupils following the school policies.
- To advise pupils and school staff on travel health protection for school trips.

### **Administrative**

**The post holder must be comfortable with using various IT programmes not limited to Microsoft Word, Teams, Excel and be willing to undergo training on the school database.**

- To maintain accurate, confidential and contemporaneous medical records at all times.
- To record the dispensing of drugs in accordance with medication protocols.
- To set up and organise school medical examinations and other surveillance audits, as directed by the Senior Nurse and the Canterbury Medical Practice GPs.

### **Health and Safety**

- The Nurse will have an involvement and awareness of Health and Safety issues within the School affecting staff, pupils or the environment.
- Keep records of all reported accidents.

### **Liaison**

#### **Internal:**

To work closely with other members of the Health centre team to promote seamless and continuous care.

To liaise closely with parents.

To liaise with Boarding and day Housemasters / Mistress's, Matrons and other boarding /academic and pastoral care staff.

To supervise the housekeeper / care assistants work plus that of the clerical staff.

To liaise with the School administrative staff as necessary.  
To liaise with the Catering / Domestic and Maintenance departments.  
To confer with Deputy Head (Pastoral) as appropriate.

**External:**

Doctors and staff from the Canterbury Medical Practice.  
Pharmacy staff.  
Local Hospital acute services, clinics /out patient departments.  
Local Dentists.  
Local Orthodontists.  
Local Opticians.

Social Services where appropriate (through line manager).

This is not a static or exhaustive list of duties. The School Nurse will be expected to be flexible, to meet the medical needs of the School community.

**The above job description will vary depending on the time of day for each shift worked.**

**TRAINING:**

Regular INSET will be provided through the School and the GPs from the Canterbury Medical Practice. It is imperative that every nurse maintains their Registration and the School expects that each nurse will undertake relevant training as and when necessary in order to keep professionally updated. Nurses can request to attend any additional study days which will support their CPD and such days/costs must be approved in advance by the Senior Nurse and the Deputy Head (Pastoral).

**SAFEGUARDING**

The postholder is responsible 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 with. The postholder will adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out duties the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.