SCHOOL NURSE

**Job description**

**Summary of the Role:**

The school nurse will work alongside the lead nurse to deliver a high standard of nursing care within the school, supporting the health and wellbeing of students. The school nurse will provide medical care to students on an immediate and emergency care basis and offer health or medical advice to students, parents and the wider school community as appropriate

**Main Duties and Responsibilities:**

Clinical Care

* Day-to-day medical care for students; assess, treat and discharge students back to their school day as soon as appropriate
* Performing necessary health checks and procedures to assist with diagnosis
* Administering medication according to School policy
* Arranging alternative care for students if unable to return to their school day e.g. home, urgent care centre, GP or hospital
* Communicating with parents regarding medical accidents, conditions or concerns in line with school and safeguarding policies
* Recording all diagnosis, treatment, medication administered, and care provided using online school systems, iSAMS and CPOMS
* To clinically deputize for the Lead Nurse in their absence

Medical Centre

* Order and maintain medical supplies and medications as required
* Safe storage, usage and disposal of medication and medical supplies
* Ensure the medical centre is compliant with Health and Safety regulations and School policy
* Assist with maintaining strict infection control guidelines within the medical centre

Wider School Community

* Liaising with the local health authority in the organisation and administration of immunisations
* Obtaining and managing parental consent for all immunisations
* Ensuring the First Aid boxes around school, for trips and for sports are checked termly to ensure they are well stocked and in date
* Co-ordinate the checking and maintenance of the school AED’s
* Assisting the Lead Nurse in coordinating staff training in the use of AED’s

Medical Administration

* Updating and maintaining confidential medical records; individual health care plans (IHCP), risk assessments, asthma register, anaphylaxis register and diabetes register
* Regularly review all medical details for all students at KGS, ensuring accurate data is available for every student
* Report accidents appropriately, as per KGS reporting procedure
* Assisting with the annual review of all required medical centre policies and procedures

Training & Professional Development

* Assisting the Lead Nurse with staff and student medical training as directed
* Keeping up to date with best practices for School Nursing and making recommendations for improvements to practice

Hours of Work

This role is offered on a fulltime basis, 40 hours per week, 38 weeks per year to include term time

**Person Specification**

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| **Qualifications**   * RGN/RN, RSCN and NMC registration |
| **Experience**   * 3 years post registration * Previous school nursing experience preferred * Good working knowledge of Child Protection and Safeguarding protocols * Computer literate and confident using Microsoft packages |
| Skills and Knowledge   * Confident training and presenting to staff * Experienced/confident in emergency procedures such as Anaphylaxis, Defibrillation, Asthma * Knowledge of Health and Safety at work * To act at all times within the NMC Code of Professional Conduct * Safeguarding – ensuring compliance with Schools safeguarding and Child Protection Policy at all times |
| **Personal Competencies and Qualities**   * Confident and calm manner when dealing with accidents and other first aid incidents * Excellent communication and interpersonal skills when dealing with students, parents, staff and outside agencies. * Ability to multitask and effectively prioritise changing workload * Motivated and enthusiastic * Commitment to own personal professional development * Ability to form and maintain appropriate relationships and personal boundaries with students * Emotional resilience xyn * Personable and friendly |

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young people 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 Child Protection Policy Statement 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 risks to the safety or welfare of children in the School s/he must report any concerns to the School’s Child Protection Officer or to the Head.