

Role	School Nurse
Job Purpose	To provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community.
Accountable to:	The Head (via the Deputy Head pastoral)
Responsible for:	No supervision required for other staff
Accountabilities	<p>1) Health & safety</p> <ul style="list-style-type: none"> a) Supervise the medical room (including care of sick, injured and distressed individuals until better and further care can be arranged with parents, hospital, dispense drugs as appropriate etc). b) Review, monitor and record the health status of all pupils: <ul style="list-style-type: none"> i) on entry to school in accordance with the national Child Health Promotion Programme (not including giving vaccinations); ii) in accordance with the GDST School medical procedures (including height, weight). c) Work with teachers to identify children with particular developmental concerns, assess their health status and refer to specialist services where necessary. d) Work with parents, carers, specialist health professionals and others to develop, implement and monitor in-school care plans for pupils with complex health needs and long-term conditions (e.g. asthma, diabetes, epilepsy, anorexia or eating disorders, etc) to enable them to attend and benefit from school. e) Implement and maintain arrangements for first-aid provision to comply with statutory and GDST requirements, including risk assessment to determine sensibly and reasonably the total numbers of first-aid personnel required, the training of first-aiders, maintenance of records, accident reporting arrangements, statutory notices and first-aid boxes. f) Advise the Head in the development of health-related policies, preventive or risk reduction programmes of work around any specifically identified school needs, e.g. nutrition, physical activity, medical checks,

teenage pregnancy initiatives, nut allergies, obesity, eating disorders.

- g) Contribute to the development of School emergency/business continuity plans include a response to outbreaks of communicable diseases.
- h) Attend, constructively participate in and prepare reports as required for the school Health and Safety Committee.

2) Pastoral care

- a) Devise and implement strategies to ensure that the most vulnerable pupils and those with particular personal needs/problems (e.g. pupils who are carers, those with diabetes, those self-harming) are identified and appropriately supported.
- b) Offer open access 'drop in' sessions for pupils where they are able to receive personalised support and advice in areas such as relationships, child protection concerns, eating disorders, mental health concerns, managing stress and risk-taking behaviours.
- c) Work with staff, parents, carers and pupils to reduce above average absence due to sickness e.g. support work to enable pupils with long-term conditions to self-care in school, supporting programmes for those with school phobias.
- d) Work with teaching staff and the Designated Safeguarding Lead (DSL) to identify and act to safeguard pupils at risk of or suffering from physical, sexual, emotional abuse or neglect. This will include identifying and referring pupils at risk or suffering from maltreatment.
- e) Provide contraceptive advice for pupils

3) Teaching and learning

- a) Play an active role in health promotion through the planning, delivery and support of the school PSHE programme.

4) Communications

- a) Advise parents on immunisation programmes and outbreaks of communicable diseases.
- b) Uphold medical confidentiality in line with legal (common law and statutory) duty of confidentiality to pupils and maintain medical records accurately, confidentially and safely, always with regard to GDST safeguarding policy and procedures.

	<p>5) Management of resources</p> <ul style="list-style-type: none"> a) Ensure that the medical room, facilities and first aid kits throughout the school are maintained to meet GDST requirements. b) Ensure that all dispensed treatment given and all supplies used are recorded; record the dispensing of drugs following drug protocols. c) Ensure that all first aid supplies are replenished to meet minimum requirements by regular inspection of stocks and dispensing records. <p>6) Training & development of self and others</p> <ul style="list-style-type: none"> a) Maintain and improve professional knowledge and competence, keeping up to date with professional, clinical and nursing issues relevant to work in schools. b) Provide training, support and advice for teachers and other staff on specific health needs / issues e.g. use of epi-pens, diabetes care, epilepsy, allergies, substance misuse, head lice, eating disorders, self-harm and other mental health issues. c) Provide training and advice in emergency first aid for staff who are not qualified in first-aid. <p>7) Supporting the work of the GDST</p> <ul style="list-style-type: none"> a) Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.
<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Contribute to the school’s programme of extra-curricular activities. c. Support and contribute to the school’s responsibility for safeguarding students. d. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST’s Diversity Policy to promote equality of

	<p>opportunity for all students and staff, both current and prospective.</p> <p>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <p>g. Engage actively in the performance review process.</p> <p>h. Adhere to policies as set out in the GDST Council Regulations, HUB, and GDST circulars.</p> <p>i. Undertake other reasonable duties related to the job purpose required from time to time.</p>
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Example Person Specification

Skills Required

Excellent written and verbal communication skills	Essential
Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential
High standard of clinical work, decision making and competence	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies	Essential
Excellent organisational skills / Time management / Ability to prioritise and organise own workload / able to work to deadlines	Essential
Ability to embrace, initiate, manage and sustain change positively	Desirable
Teaching skills / Ability to organise group sessions	Desirable
Good IT skills, sufficient to handle the maintenance of a school database of pupil medical details e.g. working knowledge of Microsoft office Excel, Word, Access, Outlook email	Essential
Ability to undertake and write risk assessments	Essential

Knowledge Base

Awareness of current developments in school nursing services, primary care and health promotion	Essential
Knowledge of assessment of health needs of the school aged population	Essential
Awareness of current developments in public health services and legislation	Desirable
An understanding of the principles of public health/community development, child protection, child surveillance programmes and accident prevention	Essential
Knowledge of child protection procedures and confidentiality issues	Essential
Knowledge and understanding of the process of risk assessment and risk management	Essential

Qualifications/Attainment

	Level	
Appropriate nursing qualification - Registered NMC nurse on Sub-part 1 of the NMC register either as an Adult Nurse level 1, or a Children's Nurse level 1	Min 2 yrs post registration experience	Essential
Current NMC Registration		Essential
Evidence of commitment to continuing professional development		Essential
Car driver		Essential

ENB 998 or equivalent		Desirable
Post registration training, e.g. Asthma, Diabetes, Sexual Health, Mental Health, audit and research, health promotion		Desirable
School Nursing Cert., Specialist Practitioner Degree		Desirable
Up to date First Aid at Work Qualification		Desirable

Experience

Community experience		Desirable
Experience with working with children and families		Desirable
Sports injuries training		Desirable
Some experience in counselling		Desirable
Some experience of occupational health and infection control		Desirable
Experience of providing first aid or acute care, and caring for children with long term conditions.		Desirable

Attitude/approach

Professional and approachable attitude		Essential
Enthusiastic re professional development and willing to learn and undertake further training		Essential
Motivated		Essential
Reliable		Essential
Well Presented		Desirable
Assertive when appropriate		Desirable

Version: June 2017