WOODHOUSE GROVE SCHOOL

OUTLINE JOB DESCRIPTION

This Outline Job Description is not prescriptive and is subject to change as a result of medical cover review discussions with the Medical Centre staff.

POST TITLE: School Nurse

LOCATION: Woodhouse Grove School, but also over sight of Bronte House

RESPONSIBLE TO: The Lead Nurse and Finance & Operations Director

HOURS OF WORK: Monday & Tuesday 7:45am to 5:30pm (with 30 mins unpaid lunch break). Term time plus INSET plus 2 days prior to the start of the school year. Out of hours mobile phone support.

RATE OF PAY: Depending on qualifications & experience

LEAVE ENTITLEMENT: The post is termtime only and, therefore, leave should be taken during school holiday periods.

POLICY

The following information is provided to assist staff employed by Woodhouse Grove School to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the Job Description.

PRIME OBJECTIVES OF THE POST

To be responsible for the health, care and well being of pupils, staff and visitors, providing first aid and other clinical care as well as maintaining and monitoring health records for all pupils.

SUPERVISION AND GUIDANCE

To work mainly on own initiative seeking guidance from the Lead Nurse on medical/clinical matters and the Finance & Operations Director and/or Head of Well Being on all other matters.

LIST OF DUTIES

These are not prescriptive and are subject to change as a result of ongoing medical cover review discussion and in conjunction with the Lead Sister and Healthcare Assistant.

- Ensure that proper provision is made for any child in the School who presents as unwell or injured, including appropriate clinical assessment and treatment as required and contact with parents/guardians and teaching staff.
Dispense and administer as appropriate all prescribed medicines brought into the school as authorised by parents. Administer over the counter medication as required and according to school policy.

Keep up-to-date in the management and care of children with chronic conditions including asthma, diabetes, life-threatening allergies, etc. This includes producing and maintaining Health Care Plans for such children, and ensuring staff are made aware of these plans.

Carry out pupil risk assessment on medical conditions.

Attend to accidents and injuries, including treating minor cuts, grazes, strains, sprains, etc. Assess more serious injuries and if required organise provision of treatment including supervision of trips to A&E or Minor Injuries Units as necessary.

Run regular staff INSET sessions as required; for example, to train staff in use of epi-pens or understand the signs of hypo- or hyperglycemia.

Maintain pupil records and insure staff members are aware of conditions affecting the pupils in their care, including the updating of the emergency medical information poster, with photos of pupils with allergies and other medical conditions (updated at least termly).

Ensure proper implementation and awareness of individual pupil medical profiles, including allergies, asthma, diabetes, etc.

Monitor and replenish stock of first aid and any other necessary equipment throughout the School and on minibuses.

Collect, check and input to iSAMS health forms/medical consent forms of all new pupils and ensure those held for current pupils are regularly updated.

Support teaching staff who lead day and residential trips by providing general and specific medical information, medication and first aid supplies as appropriate.

Use of the School database (iSAMS) and Accident Book to:
- Record all visits and treatments given to pupils
- Record and maintain all Health Care Plans

Ensure compliance with HSE and accident recording (RIDDOR requirements)

Ensure safe and confidential record-keeping and ability to rapidly retrieve information

Liaising with outside agencies (including CAMHS, GPs, Hospitals, Children’s Services, etc.) to ensure adequate and appropriate Multi Agency information sharing

Maintaining treatment room stock, hygiene and tidiness of room and equipment

Ensuring correct waste disposal

Attend meetings and training courses as required to update knowledge and skills in line with modern professional practice

CPD in accordance with NMC revalidation

Attend meetings with Pastoral and Academic Teams as appropriate
• Attend the termly Health & Safety meeting if the Lead Sister is unable to attend.
• Prepare for and attend as required Open Day events, new joiner events, and speech / sports day.
• School Doctors’ Surgery, once per week.
• Organise injections for boarding pupils.
• Arrange immunisation for all pupils as required by the School Nursing Service.
• Admit ill boarders to the Medical Centre and provide appropriate medical care for them.
• Arranging dental/orthodontic, optician and hospital appointments for boarding pupils noting that, wherever possible, such appointments should not clash with the school tutorial day.
• The co-ordination of transport and escort requirements for such appointments.
• When the medical circumstances warrant it, escorting a pupil to hospital.
• Maintaining an accurate list of First Aid trained staff throughout the school and the co-ordination and provision of First Aid training for school academic and support staff.
• Attend sporting fixtures and provide appropriate “touch line” First Aid provision as required by Head of Games during the school week.
• The ordering and accounting of medication and arranging the safe and appropriate storage of medicines/drugs in accordance with recognised medical protocols.
• The ordering and accounting of medical equipment.
• The completion and delivery to the Finance Department, on a termly basis, of call sheets containing details of pupil medical purchases in order that accurate financial reimbursement can be re-charged to pupils via school fee bills.
• Out of working hours, to be available by telephone call, when on call, to provide support to school staff.
• Any other duties as reasonably requested by the Finance & Operations Director or Headmaster which from time to time may be required for the better performance and conduct of the school’s activities.