

JOB DESCRIPTION

Position title:	Lead School Nurse
Hours:	Full-time term time (plus minimal administrative cover during the holidays)
Reporting To:	Deputy Principal
Basic Purpose:	To oversee the medical care of all pupils in the school and ensure the smooth running and development of the medical centre.

Principal Accountabilities:

To ensure the provision of high quality nursing care, health advice and welfare support to pupils and other members of the school community.

To oversee the strategic development of the medical centre, in line with recommended best practice guidelines.

To plan, deliver and evaluate nursing interventions throughout the school.

To promote the physical and mental wellbeing of pupils, thus promoting life-long achievement for our pupils.

Main Duties and Responsibilities

Professional

To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site.

To ensure that other members of the nursing team are aware of and understand nursing guidelines and school policies and procedures.

To provide support and advice for parents, guardians, houseparents and other school staff on childhood illnesses and the management and control of infection and communicable diseases. To ensure care plans are developed and written for pupils requiring them, in liaison with pupils, parents and boarding house staff.

To provide immediate and ongoing medical treatment as necessary.

To provide continuing care for pupils with chronic medical conditions in consultation with their medical advisors and organise and run nurse drop-in clinics.

To provide a responsive 'call out' service for all emergencies within the School, providing first aid and emergency care where needed, and call emergency services where required.

To ensure the nurses maintain and check first aid boxes prior to the end of each term.

To assist the School GP in twice weekly surgery and oversee nurse drop-in clinics.

To arrange a schedule of vaccination dates and timetables, and oversee relevant health assessment programmes such as asthma, height and weight clinics.

Note: This job description reflects the current situation. It does not preclude change or development that might be required in the future.

To follow relevant procedures for safe disposal of clinical waste and safe storage, usage and disposal of medical supplies and drugs.

To promote physical and mental health education throughout the school, keep up-to-date with current health initiatives and assist with training sessions for staff as appropriate.

To arrange and undertake medical training for pastoral staff and others as appropriate.

Managerial

To work closely with senior managers to ensure best practice guidelines are adhered to in relation to nursing and medical care throughout the school.

To ensure relevant professional codes of conduct are adhered to.

To keep up to date with relevant professional developments and ensure information is disseminated to the nursing team.

To develop and maintain systems and processes to ensure a high quality of nursing and medical care for all pupils.

To ensure that codes of confidentiality are followed.

To plan, deliver and evaluate appropriate medical policies and protocols and to ensure relevant staff understand these procedures.

To produce duty rotas for the nursing team.

To assist with the recruitment of new nursing staff, ensure all members of the nursing team have appropriate personal development plans and undertake annual appraisals.

To maintain registration with the NMC and ensure that nursing registrations are maintained for all members of the nursing team.

To be responsible for the Medical Centre budget.

To attend the School's Health and Safety Committee and any other meetings as reasonably requested by the Principal or Deputy Principal.

Administrative

To maintain medical records accurately, confidentially and safely and ensure that other members of the nursing team are aware of and follow obligations in this regard.

To record the dispensing of drugs following drug protocols.

To review and update medical policies in accordance with the school's policy review cycle.

To assist with ISI inspection preparation and other compliance audits, as and when required.

To undertake any reasonable additional duties at the request of the Principal or Deputy Principal.

Person Specification

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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Essential Qualifications: Professional nursing qualification – Registered Nurse.

Desirable Qualifications: School nursing.

Experience of supervising or managing other staff.

Knowledge and experience of providing first aid.

Knowledge and experience of providing care for children with chronic and minor illnesses.

Experience of School Nursing/Further Education Nursing.

Knowledge and understanding of sports injuries.

Knowledge and understanding of health and safety issues.

Proficient user of Microsoft Word, Outlook and Excel software.

Personal competencies and qualities: pro-active and forward thinking. Used to reviewing best practice and updating procedures to reflect changes appropriately.

Able to work well under pressure, remain calm and use own initiative.

Demonstrates excellent time management and organisational skills.

Strong communication skills, able to interact well with a wide variety of people. Able to motivate others and act as a role model to a team. Approachable and positive.

Committed to continuous self-development and willing to attend appropriate training and meetings. Ability to be flexible, to meet the needs of the school.

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