

## SCHOOL NURSE/HEALTH PRACTITIONER – JOB DESCRIPTION

<b>Department</b>	Pastoral
<b>Main purpose of role</b>	<p>To provide a clinically effective, confidential, high quality service of care to pupils and First Aid to staff and visitors during term time.</p> <p>Reporting to the Foundation Lead Nurse, the postholder will work closely with the Pastoral team to promote the health and wellbeing of pupils, and will carry out key safeguarding responsibilities, including identifying concerns, following school safeguarding procedures, and liaising with designated safeguarding leads as required.</p> <p>You will hold a relevant nursing qualification or equivalent and be able to work independently within professional boundaries.</p>
<b>Reporting to</b>	Foundation Lead Nurse
<b>Departmental Information</b>	The School Nurse/Health Practitioner will be based in the school's medical centre which offers two consulting rooms, a shower/toilet, an office and waiting area.
<b>Key duties and responsibilities</b>	<ul style="list-style-type: none"> <li>To provide First Aid, emergency care and treatment as necessary for pupils, staff and visitors during term time.</li> <li>To assess injuries/accidents and emergencies on the school site and to provide basic medical care for pupils, staff and visitors.</li> <li>To support pupils in all aspects of their physical and mental health to triage and refer to other professional e.g. GP, counsellors, CAMHS or summon further assistance i.e. 999.</li> <li>Attend emergencies around the school site as and when required. It may also be necessary to travel with the injured student/staff member to the hospital.</li> <li>Liaise as appropriate with other members of staff, Pastoral Team and parents/guardians.</li> <li>Maintain and update personal professional knowledge.</li> <li>Practice at all times within the Nursing and Midwifery council Code of Professional Conduct or equivalent Professional body.</li> <li>Ensure that professional registration to practice with the Nursing and Midwifery Council (NMC) or equivalent Professional body is kept up-to-date.</li> <li>Maintain accurate, confidential, and up-to-date health records, documenting all pupil interactions, treatment and accident reporting in accordance with school policies and legal requirements.</li> <li>Ensure care plans are developed and written for pupils with significant medical conditions.</li> <li>Ensure safe storage, administration and recording of medication.</li> <li>Record illnesses and contagious infections and advise where necessary.</li> <li>Implement procedures for the control of infectious diseases including emergency planning and liaising with Public Health England as appropriate.</li> <li>Liaise with the local Health Authority and organise immunisation programmes.</li> <li>Liaise with teaching, support staff, external healthcare professionals and parents to plan ahead for trips to ensure the medical needs of pupils are fully met whilst away on trips.</li> <li>Maintaining the stock in the Medical Centre and being responsible for the hygiene and tidiness of the area.</li> </ul>

	<ul style="list-style-type: none"> <li>● To be contactable by radio and mobile telephone if out of the Medical Centre during the working day and ensure that appropriate signage is used to inform staff and pupils where they should go for medical assistance.</li> <li>● Promote health education throughout the school population, either on a one-to-one basis or through small teaching groups and assemblies.</li> <li>● To ensure the provision of and access to a range of publicity materials on issues relating to student health.</li> <li>● Contribute to policies where appropriate.</li> <li>● Advise on Health and Safety matters where appropriate.</li> <li>● Support and develop First Aid procedures.</li> <li>● Arrange First aid training for staff, including the use of Adrenaline auto injectors and defibrillators.</li> <li>● Maintain a record of First Aid qualifications for staff and issue timely reminders for requalification.</li> <li>● Issue and oversee the provision of First Aid kits throughout the school.</li> <li>● Organise annual Diabetes and Allergy training for staff.</li> <li>● Provide training to teachers on healthcare issues and advising on school health policy.</li> <li>● Liaise with PHSE coordinator to provide appropriate material for the curriculum eg Concussion awareness, Immunisation schedule, First Aid.</li> <li>● Organising the provision of First aid cover for weekend sports fixtures in conjunction with the sport Department.</li> <li>● This is not an exhaustive list. From time to time, there may be other tasks that will be required to perform. This will be at the discretion of the Foundation bursar and Deputy Head Pastoral.</li> </ul> <p>The Foundation reserves the right to amend these duties from time to time according to business needs.</p>
<b>Hours and place of work</b>	<p>This is a full time (37.5 hours per week) required to work term time only, plus INSET days (36 weeks of the year). The working pattern will be discussed at interview.</p> <p>Benefits include 25 days holiday per annum plus bank holidays (pro rata) to be taken during Princethorpe College school holidays.</p>
<b>Salary</b>	<p>The starting salary for this role is between E10 to F1 of the Princethorpe Foundation support staff scale, currently £33,300-£36,293 per annum, full-time equivalent, £26,406 – £28,779 actual salary inclusive of holiday pay.</p> <p>Starting salary is dependent on qualifications and relevant experience.</p>
<b>Safeguarding Children</b>	<p>The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
<b>Mandatory training</b>	<ul style="list-style-type: none"> <li>● Safeguarding training</li> <li>● Health &amp; Safety induction</li> </ul>

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Required</b>	<b>Desirable</b>
<b>Experience/ knowledge</b>	Experience working with children.	Y		
	Experience in minor injuries and illnesses and be able to demonstrate safe clinical decision making.	Y		
	Previous experience of working in A&E, practice Nursing or in a school environment would be advantageous, experience supporting young people with their mental health would also be an asset.			Y
	Experience in supporting staff with their healthcare.	Y		
<b>Technical job related skills</b>	First Aid and CPR/medical emergency experience.	Y		
	Experience of supporting individuals with Asthma, Diabetes, Epilepsy, Allergies.	Y		
	Skilled in supporting young people experiencing mental health difficulties, including anxiety, self-harm behaviours, and eating disorders.	Y		
	The ability to keep accurate and relevant medical records in a secure way and ensure that the Data Protection Act is followed (GDPR update).	Y		
	Assessment and management of minor injuries and illnesses	Y		
<b>Personal job-related skills</b>	ICT proficient.	Y		
	Excellent communication skills.	Y		
	Ability to deliver quality service and remain calm whilst working under pressure.	Y		
	Warm, approachable, and sensitive to the needs of others.	Y		
	Ability to communicate with children of all ages, staff and parents in very difficult and sensitive circumstances.	Y		
	Clear empathy and understanding of adolescent development and needs.	Y		
<b>Qualifications</b>	Registered Nurse or equivalent Professional, Clinical qualification – with at least three years post registration professional experience	Y		
	For Registered Nurses full NMC membership.	Y		
	School Nursing qualification.			Y
<b>Other requirements</b>	Good sense of humour	Y		
	Ability to work in an established team.	Y		
	Maintain confidentiality.	Y		
	High personal and professional standards.	Y		
	Driving Licence and own transport	Y		