



JOB DESCRIPTION

Job Title	School Nurse
Salary	£18.11 per hour for core hours. A retention allowance is payable for the Support Services cover of £400 per week
Proposed Hours	Health Centre – 3 days (Monday to Saturday) 8am to 6pm Support Services – Alternate week rota during 34 weeks Term Time
Responsible to	School Medical Officer, Head of Senior School and Bursar
Qualification	RGN minimum. Registration with the NMC and hold a current PIN number.

The Health Centre is open from 8am to 6pm, Monday to Saturday. At all other times there is a telephone support service that may require the duty person to attend the School on occasion. The Health Centre is covered 24 hours per day during term time only.

You will be professionally accountable as an autonomous practitioner and both you and your employer should be familiar with the Code of the NMC – Standards of Conduct, Performance and Ethics for Nurses and Midwives and be familiar with the terms of PREP.

Areas of Responsibility

- 1. General Responsibility and Policy Making**
Working with the School Medical Officer and Assistant Head (Pastoral), ensure that standards of care are set and maintained by all staff. With your colleagues, put in place a system to manage capital expenditure and equipment maintenance for the Health Centre.

2. **Assessment, Management and Continual Responsibility for a Defined Caseload**
Each nurse is professionally responsible as an autonomous practitioner and they should carry out the above in line with the Code of NMC.
3. **Responsibility for Carrying out all Duties Delegated by the School Medical Officer**
These should be to agreed levels of competence and the nurse as an autonomous practitioner has the right to refuse to carry out those duties for which she feels inadequately trained.
4. **Child Surveillance Programme**
The surveillance of children at the school, assessing the general standard of health and detecting any deviation from the norm likely to affect their development and their capacity to learn.
This is usually started by means of a medical examination on entry to the school and continued by routine monitoring at regular intervals.
5. **Treatments**
First aid provision for any casualties during school hours. Treatment under the direction of the School Medical Officer. Nursing treatments which meet the agreed levels of competence. Aid and chaperon the School Medical Officer during clinical procedures, surgeries, medical examinations etc.
6. **Counselling Skills**
Children with physical, emotional or sexual problems, which interfere with their normal life, will need help. Referral to the School Counsellor as appropriate. However staff, pupils, parents and guardians will at times need sympathetic guidance on the management of pupil problems.
7. **Health Education**
Help maintain a library of up to date material on a wide range of appropriate health issues e.g. books, videos and leaflets.
Keep up to date with current health promotion initiatives.
8. **Stock Control**
With your colleagues, put in place a system to maintain treatment room stock, hygiene and tidiness. Be aware of recommended storage and disposal guidelines. Be aware of current infection control guidelines.
Maintain the First Aid boxes/Medicine control/storage within the Boarding Houses and liaise on a regular basis with the Matrons.
9. **Liaison with External Agencies**
Surgery staff, practice nurse, reception staff and pharmacist.

Arrangement of appointments with consultants, orthodontists, emergency dentists, counsellors and sports therapists as appropriate. Community staff where appropriate. Social Services where appropriate.

10. **Administration**

Ensuring that the Health Care Assistant maintains the medical records both on School MIS and, if applicable, in hard copy; ensure confidential safe and legal storage at all times.

Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information. Set up and organise school medical examinations.

Assist in the planning and administering of immunizations and vaccinations.

11. **Line Management Responsibilities**

Have joint line management responsibility for the Health Care Assistant, ensuring they are suitably trained to undertake the role and tasks given.

12. **Health and Safety**

Involvement with Health and Safety issues within then school affecting staff, children or the environment. Keeping records of and reporting of all accidents. Maintaining up to date records on all hazardous substances and medications used and stored on the school premises for medical reasons.

13. **Flexibility and Hours**

The normal working hours will be stipulated in your Contract of Employment. In addition the school may require the Nurse to cover such other shifts as may from time to time be necessary (and for which additional pro rata salary will be paid).

14. **Support Services (out of hours)**

To provide the Housemasters/mistresses with general medical advice over the telephone outside of the programmed opening hours of the Health Centre. If the telephone call exceeds 10 minutes duration, the nurse will receive their normal hourly rate once confirmed by the respective Housemaster/mistress. On occasion, this may then require the nurse to attend School, for which they will receive their normal hourly rate.

Requirements

To carry out this duty, the nurse must respond to the duty mobile. The nurse may choose to attend activities such as the theatre or cinema but the duty mobile must remain switched on with a clear signal. The nurse must also ensure they are not under the influence of drugs or alcohol.

Ensure that when medication advice is given to the Housemasters/Mistresses, in case of emergency, the individual has been suitably trained to issue the medication.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.