JOB DESCRIPTION

POST: **SCHOOL NURSE**

REPORTS TO: **DEPUTY HEAD PASTORAL**

POST DETAILS: Permanent, term time only. Wednesday – Friday 8.00 am to 4.00 pm daily.

The post holder is accountable to the Deputy Head Pastoral in all matters relating to this post. All staff are ultimately responsible to the Headteacher. The post holder will work in partnership with the Senior Leadership Team providing support to Talbot Heath School Trust Ltd (TH).

Purpose:

The School Nurse will be responsible for delivering a first class, responsive school nursing service that promotes good physical and mental health and provides first aid, medical treatment, advice and support for pupils.

The postholder will be responsible for the day-to-day management of the medical and health matters within the school during their working days, working with the Deputy Head Pastoral, Wellbeing Counsellor, Pastoral Support Assistant, teachers and parents to promote the health and wellbeing of the pupils.

Main duties and responsibilities:

Clinicial Responsibilities

1. Responding to and providing appropriate care and support for pupils with minor injuries, chronic illness, post-operative return to school and pastoral issues, recognising when further medical assessment or treatment is required.
2. Providing First Aid Care to all pupils.
3. Setting up and maintaining individual welfare plans in collaboration with parents/carers, Boarding House Staff and the Pastoral Care Team, for those pupils with on-going or complex needs, seeking appropriate medical advice where necessary.
4. Participation in pastoral care including safeguarding. This involves working with the Wellbeing Counsellor, Pastoral Support Assistant, teachers, boarding staff, parents and outside agencies.
5. Arranging Medical Interviews for all boarders, new pupils and those making the transition from Junior to Senior School.
6. Involvement in health promotion and education working in partnership with teaching staff.
7. Administration of medicines under protocol, in accordance with the school's medicines policy and the postholder's training and competence.
8. Arranging and coordinating the administration of vaccinations in school, liaising with parents/carers and the relevant vaccination providers.
9. Liasing with Consultants, GPs and other Health Care Professionals regarding pupil health, where appropriate. To communicate with parents/carers where a pupil requires further medical advice or treatment, advising them to seek support from their GP or another appropriate service. In urgent or emergency situations, to take appropriate action

in accordance with school procedures, including contacting emergency services where required.
10. Safe disposal of clinical waste.

Administrative Responsibilities

1. Writing and updating medical protocols and School Health policies, seeking appropriate clinical advice where a matter requires specialist clinical judgement.
2. Creating individual Healthcare Plans for all student with allergies or asthma, liaising with parents and students as required.
3. Updating and maintaining First Aid equipment throughout the school.
4. Preparing and delivering appropriate presentations/information sessions for staff on relevant topics.
5. Providing staff with relevant information regarding chronic/on-going conditions whereby a pupil's participation in school life might be compromised.
6. Maintaining accurate medical records, recording any new or changes to existing conditions or allergies.
7. Following health centre procedure in relation to preparation for School trips.
8. Preparing and delivering Health Education sessions in conjunction with PSHE curriculum.

Boarding House

1. Working closely with the Boarding staff and pastoral team in providing day to day care to all boarders.
2. Coordinating, implementing and updating care plans in collaboration with parents/carers and relevant healthcare professionals where appropriate.
3. Induction of new staff in relation to healthcare support and medicine management.

Key Relationships

1. Promoting a positive relationship with all pupils and staff.
2. Being available and responsive to parents/carers.
3. Maintaining appropriate communication with parents/guardians and Boarding House staff regarding pupil health and welfare.
4. Working collaboratively with the Designated Safeguarding and Behavioural Lead and other members of the Pastoral Care team to support pupil wellbeing and safeguarding.
5. Liaising with tennis and swimming coaches regarding pupil health and welfare.
6. Maintaining effective communication with the Healthcare Assistant to ensure continuity of medical provision across the working week.

Essential requirements

1. The postholder should hold a relevant healthcare or clinical qualification, ideally in nursing, or have equivalent demonstrable knowledge, skills and experience gained within a healthcare setting.
2. Experience of supporting individuals with health or medical needs, with an understanding of the importance of safe practice and working in accordance with relevant guidance and procedures.
3. Appropriate First Aid training, or a willingness to undertake training required by the school.
4. Knowledge and understanding of the safe administration and handling of medicines.
5. The ability to assess a pupil's health needs, respond appropriately and seek further medical advice or assistance where necessary.
6. Good communication and interpersonal skills, with the ability to communicate sensitively and effectively with pupils, parents/carers and colleagues.
7. Good organisational skills and the ability to maintain accurate and confidential records.
8. A proactive and resourceful approach, with the ability to use initiative, identify practical solutions and take ownership of matters within the scope of the role.

9. The ability to work independently, manage competing priorities and see tasks through to completion, involving others and escalating issues where appropriate.

General

- To promote and support Talbot Heath's culture of "Honour before Honours" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with Talbot Heath School's Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the Talbot Heath School.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.