ST ALOYSIUS' COLLEGE

Job Title	School Nurse
Reporting to	**Line Manager: Director of Health & Safety** **Safeguarding issues: Senior Leadership Team, Safeguarding Lead** **Day to Day: Junior School Senior Management**

Job Purpose

The School Nurse manages the Medical Centre and advises on medical issues relating to the health & welfare of all pupils, with particular emphasis on medical conditions, safeguarding, health promotion, medications administration and provision of first aid treatments. The School Nurse will provide competent, approachable, professional and accessible medical and nurse-based first aid and medical support for all pupils and staff.

Main Duties and Responsibilities

- To work in close liaison with teachers, the Director of Health & Safety, the Pastoral Care Team, Senior Leadership Team and parents & guardians, to support pupil safety and medical wellbeing and help identify areas of concern or risk and issues for follow-up, referral, escalation and review
- To create and maintain appropriate medical records according to NMC guidance and keep secure the staff & pupil confidential medical information according to medical records legislation, GDPR and NMC guidance
- To apply good clinical judgement on safeguarding matters and the need for intervention, referral or appropriate escalation (seeking advice from the Safeguarding Lead and Senior Management where necessary)
- To deal with pupils' physical and mental health, illness and first aid issues alongside any emergency health related events for pupils, staff or visitors, arising throughout the day.
- Respond as sole nurse to emergency health medical situations – including pupil risk of anaphylaxis and other medical emergencies, contacting NHS as necessary
- Where first aiders are providing first aid or medical related services, the School Nurse will lead, advise and support their practice
- To implement Nursing and Medical Room Policies to ensure they reflect up to date and safe NHS clinical practice, and participate in clinical audit
- Maintain high standards of hygiene & tidiness and ensure the safe disposal of sharps and clinical waste
- To check, monitor, clean and re-order clinical equipment and medications to ensure they are safe to use and within expiry date
- To keep up to date and create advance individual care plans (e.g. asthma care plans) and associated records for medical and first aid needs
- To consult with NHS contacts and brief teachers of pupil medical conditions and health risks during staff training days and at other times as appropriate
- To report all accidents, incidents and near miss events

- To follow correct NMC Nursing procedures for the administration and storage of medications. This may include the safe/accurate calculation and administration of insulin and other medications (such as controlled drugs) in accordance with legislation, prescriptions, NHS advice and safe clinical practice
- To ensure safety and security of all medicines kept or used by pupils within the school. To assist in the preparation of medication packs for trips and events
- To manage and offer advice on first aid provision, help arrange first aid training, maintain first aid kits, first aid room provisions and checking/servicing of AED equipment
- To help provide relevant training sessions with teaching and other staff to ensure that staff are appropriately briefed on how to manage and respond to medical conditions
- Provide a one-to-one confidential, nurse-based support and counselling service to pupils as appropriate and to refer to other staff and professional counsellors as required
- To assist with organisation and delivery of NHS led pupil immunisation programs, including assisting to check pupil consent and attendance, in conjunction with the NHS immunisation service and Pastoral team
- To assess and advise on child infectious disease notifications, and advise teaching staff on the correct procedures for the control and prevention of spread of infectious diseases
- To assist in the creation of pupil risk assessments for safe return to work after injury, and draft appropriate personal emergency and evacuation plans in consultation with parents and teaching staff
- To support pupil health promotion activities, open days, trips and events to ensure the safe transit and handover and return of pupil medications
- To offer pupils and staff appropriate triage, advice and treatment on health issues and concerns arising, and manage multiple medical and first aid priorities
- To assist disabled pupils with personal care needs during the school day, in consultation with parents and teachers. This may include moving and handling procedures, personal intimate care/washing, toileting, naso-gastric/PEG tube feeding, stoma care activities, blood sugar testing, calorie counting, insulin and medication administration etc.
- To manage the medical centre and the allocated medical budget within the allocated resource

Job Features

Internal/External Relationships

- To communicate and work in close liaison with the Senior team and the Safeguarding Team, to ensure safe care and wellbeing of pupils and the early notification of issues of concern
- Maintain effective communication with parents/guardians, pupils, College staff and NHS colleagues as required
- To brief the Director of Health & Safety, the Principal and Senior Deputes on matters requiring urgent escalation
- To brief the Director of Health & Safety on any occupational health matters arising

Other

- The post holder is required to maintain current NMC Registration, NMC validation and professional competence
- The School Nursing role works autonomously
- The availability of nursing, first aid and medical services will include access for both the Senior and Junior School pupils and staff

Candidate Profile

Qualifications and Experience

Essential

- Registered Nurse (RN) with current validation and NMC PIN and updated CPD
- Experience of providing immediate first aid/remote medical room treatment
- Ability to work as the sole school nurse, make appropriate clinical decisions independently, and without access to other in-house medical personnel
- Ability to work with IT systems, and manage online medical information
- Fluent with NMC Guidance on administering and storing medications
- Knowledge of Guidance & General Data Protection Regulations (GDPR)

Desirable

- Experience and knowledge of child health and/or school nursing issues
- Post basic qualification in childcare or school nursing – ideally at Specialist Practitioner/School Nurse Qualification level
- Ability to teach groups of staff on clinical matters and procedures
- Paediatric First Aid Qualification or Advanced Life Support Qualification

Skills and Competencies

Essential

- Excellent communication, counselling and interpersonal skills
- Approachable and professional
- Demonstrates empathy and understanding of child development and safeguarding
- Ability to apply good clinical judgement on matters requiring referral or escalations
- Good organisational and presentation skills
- The ability to manage multiple priorities and changes in workflow

Desirable

- Full current UK driving licence/use of car
- Flexible approach to working hours as on rare occasions out of hours work may be required to support college events and trips

The Person

Essential

- To meet our Safeguarding requirements, the College requires that all employees have the Right to Work in the UK, have 2 satisfactory references, Enhanced Disclosure Scotland (PVG) clearance and be willing to attend our Safeguarding Training. The post holder must be able to provide the necessary information to allow the College to process these mandatory requirements