



Job Title	School Nurse
Date	November 2024
Department	Pastoral
Reports to	Senior Deputy Head - Pastoral & Academic
Responsible for	Supporting pupils' health and wellbeing on a day to day basis and to take a pro-active approach to the overall health and well-being of the entire school population.

Purpose of the Role

To provide a first class, responsive School Nursing service that promotes good all-round health and provides first aid, health treatment, advice and support for pupils and staff.

Work proactively to ensure that staff have the correct knowledge to support pupils, reduce reliance on nursing services by delivering effective health education and identify opportunities to improve the pastoral care across the School.

Deliver a service that is sympathetic and in line with the requirements of a public health agenda.

Departmental Information

The School Nurse is based in the onsite Wellbeing Hub which has an office, treatment room and hospital bed area for sick day pupils to rest whilst awaiting collection by parents/guardians and for sick boarding pupils during the school day. The boarding students have access to an NHS GP practice.

The Nurse is a fundamental part of the Wellbeing Hub and the wider safeguarding and pastoral team within school that consists of the Designated Safeguarding Lead (DSL), Well-being Officer and two counsellors who visit the school on a part time basis. A GP also provides one half day session per week for boarding pupils and supervision.

Main Tasks and Responsibilities

Clinical

Ensuring the best possible health care is available to both pupils and staff on an immediate and an emergency care basis.

Where necessary, arranging to get the pupil person home safely or to alternative care, e.g. the individual's GP or to hospital.

Oversee immunisation programmes by taking a pro-active approach to ensuring maximum take-up by having sight of the consent process.

Ensuring the liaison with local health authorities in the organisation of immunisation programmes ensuring they happen and that records on the electronic register are maintained.

Administer medication according to School policy and ensuring adequate and correct stock levels. Train the required staff in the administration of all medication according to school and local and national guidelines. Ensure all medicine stored and administered on site, such as inhalers and Epipens are in date and replaced in good time. Carry out regular checks of the defibrillators and request maintenance through the Health and Safety department.

Be aware of and use 'Gillick Competence' and 'Fraser Guidelines' in the assessment of pupil's needs.

Be confident in liaising with the local GP for doctor reviews on boarding students.

The School Nurse liaises with the Wellbeing Hub staff on a periodic basis to review any recommendations/involvement required.

Develop and update health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities. Provide general advice and training for staff for initial care of pupils with particular medical needs.

Liaise with the Catering Department to ensure that they have the most up to date information about pupil allergies and dietary needs.

Maintain electronic records of daily visits to Health Centres or accidents treated and reported, including the nature of problem, treatment or advice.

Communicate regularly with senior pastoral staff (Senior Deputy Head, DSL, Head of Boarding etc.) to provide advice on effective pastoral care for particular pupils where this relates to their health and wellbeing.

Work with key staff in School with the key focus being to prioritise the safeguarding and welfare of children whilst exercising judgement with regards to the degree of confidentiality required.

Facilities and Resources

Ensure that the Health Centre is appropriately staffed, stocked and equipped, meeting current regulations.

Ensure safe storage, usage and disposal of medical supplies and drugs.

Provision of first aid kits around the school and replacement of supplies.

Health Education to Staff/Pupils

When requested, contribute to topics within PSHE schemes of work and/or other assemblies.

As appropriate, raise awareness of physical health and mental health and wellbeing issues to pupils and staff throughout the School – this may be by distributing appropriate material via pastoral staff, updating health issues notice boards or running information sessions to promote holistic wellbeing.

Support staff directly with regards to their own health concerns and signpost to the relevant professionals.

Health and Safety

Be aware of employee responsibilities for the Health and Safety of themselves and others and work in a safe and secure manner. Provide feedback on unsafe practices or issues where patterns or trends arise in the form of accidents.

Work with staff to ensure the timely completion of accident reports and following School policy in the submission of RIDDOR reports.

Health representation on the School Health and Safety Committee.

Training, Education and CPD

To attend mandatory training sessions such as Basic Life Support and First Aid updates.

When requested, or when there is a change in best practice, ensure staff are aware of first aid updates.

Carry out the review of health documentation and policies annually, and the development and implementation of new policies as required.

Help identify areas of knowledge for staff in relation to school health issues.

To maintain and develop own professional knowledge and awareness and NMC revalidation programme.

Ensure compliance with the NMC Code of Conduct of Professional Practice.

Maintain an involvement with SAPHA (School and Public Health Nurses Association).

General

Ensure that all documentation is stored and processed in line with GDPR requirements.

Oversee the registration of boarders with the local GP surgery.

Person Specification	
Educational/Professional Attainment	
RN Child, RSCN or RGN with paediatric experience and currently on the NMC Register.	
Public Health qualification i.e. school nursing or health visiting (desirable).	
Current 3 Day at Work First Aid certificate.	
Essential Experience, Knowledge and Skills	Desirable Experience, Knowledge and Skills
Three years post registration experience.	Paediatric and/or school nursing experience.
Experience of working with children and young people.	Able to demonstrate an understanding of school protocols and policies and a full acceptance for compliance.
A working knowledge of the requirements of GDPR and its implications for handling, processing and storage of sensitive data.	Evidence of relevant CPD.
Computer literate.	Experience of school database systems.
Ability to work independently without medical back up on site.	Up to date knowledge of ISI requirements for medical provision in schools/boarding schools.
Ability to work without direct supervision and plan workload independently.	An up to date working knowledge of child protection and safeguarding.
	Experience of working with a culturally diverse population.
	Experience of supporting children who have SEND needs.
	Knowledge of supporting children with specific clinical equipment such as PEG feeding.
	Knowledge of medication prescribed for ADHD/ADD.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.