



# Part-time School Nurse (Preparatory)

## Job Purpose

To provide a clinically effective, high-quality service of first aid care to pupils and to all members of the School community. To jointly lead on the management of care for children with long term conditions, such as diabetes and epilepsy. To be an integral part of the pastoral care team.

## Hours

Working hours are 8am to 5.30pm on Fridays during term time, plus Open Day (typically a Saturday in June) and all school inset days.

## Report to

Director of Pastoral Care and Pupil Wellbeing

## Key Responsibilities & Accountabilities

All roles evolve over time and some areas are dependent on the strengths and development areas of the individuals in post. Thus the areas set out here are not an exhaustive list nor inclusive of all possible areas of responsibility.

All roles require individuals to be reflective. Being open to learning from new situations and shifting dynamics present opportunities for development and enhancing our practice.

### Medical and First Aid

- To triage those requiring medical support and signpost to specialist support services (such as the NHS or mental health services) where necessary
- Administer first aid and care for ill or injured pupils referred by staff, or self-referred, until they are able to return to lessons or are passed into the care of a parent, guardian and/or doctor
- The following Health Care procedures are deemed by the School's insurers to be acceptable treatments to be undertaken by a School Nurse:
  - Ear/nose drop application
  - Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask
  - Injections limited to the administration of pre-packaged doses (intramuscular or subcutaneous only) required in a pre-planned emergency, such as Insulin
  - Medipens (Epipens and Anapens) for anaphylactic shock with a pre-assembled pre-dosed epipen epinephrine or adrenaline/epinephrine
  - Administer, and supervise storage of, medication (including inhalers and adrenaline auto-injectors) which has been prescribed by an External Health Care professional to pupils as required and with parental consent
  - Administer, with parental consent, over-the-counter medication to pupils in the event of an accident or illness
  - Temperature taking via ear or only subject to referral or variation from specified limits to External Health Care Professional
  - Topical medication and application of patches using pre-prescribed medication creams and lotions only
- Help change clothes/clean up pupils after sickness/accident and supervise storage of soiled clothing
- Maintain the Medical Room as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff
- Follow procedures for the safe disposal of clinical waste and the recommendations for safe storage, usage and disposal of medical supplies and drugs
- Control the budget for the Medical Room to maintain and order medical supplies and equipment as necessary
- Ensure first aid kits are regularly checked and replenished with accurate record keeping of stock
- Ensure the two defibrillators are checked regularly including expiry dates of battery and defibrillator pads with dates documented
- Provide first aid supplies and medication as necessary for school trips and sports fixtures
- Be aware of deviations from the normal in health and behaviour, and to intervene to protect vulnerable children and adults by prompt action, referral and working with other agencies where appropriate
- Working closely with the parents/guardians, Director of Pastoral Care and Wellbeing, Deputy Head Pastoral and SENDCo, contribute to writing and reviewing medical healthcare plans for pupils with more complex health needs
- Coordinate and manage (alongside the other members of the SAN team and Pastoral Team) care for pupils with Type 1 Diabetes, including development and implementation of Individual Healthcare Plans, blood glucose monitoring, insulin administration and coordinating staff training to support pupil safety and participation in school activities.

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- Working closely with the Prep Catering Team, Deputy Head Pastoral and the Director of Pastoral Care and Wellbeing to ensure that children with allergies have suitable protocols in place at mealtimes and throughout the school day, including on trips
- Be up-to-date on legislation and guidance regarding allergy management, ensuring the SAN practice and practice of other staff is compliant and to the highest standard
- Identify possible environmental factors implicated in ill health and initiate public health measures where necessary
- Help organise immunisation programmes such as the Intranasal Flu vaccine
- Promote health and wellbeing, and provide advice on health issues to pupils, staff and parents
- To accompany any pupil to hospital in an emergency, should the need arise
- Exercise responsibilities under the Health and Safety at Work Act, to ensure a safe environment within the School.

### Communication and Record-Keeping

- Ensure accurate records of medical needs and dietary requirements are kept on the School management information system, iSAMS, and liaise with parents if further information is required
- Ensure staff are made aware of the medical and dietary needs of pupils and are updated of these needs as required
- Provide and receive information in relation to pupils and their families, and communicate this information in a sensitive and professional manner to appropriate people
- Oversee and maintain high standards of record keeping in practice. Accurately document and maintain written and electronic records which are professional, confidential, accurate, contemporaneous and legible
- Ensure information is stored in accordance with the Data Protection Act and Caldicott Principles
- Record the dispensing of drugs following drug protocols
- Keep records of reported accidents
- Attend staff meetings and team briefings as required, plus Health Forums where appropriate
- Communicate effectively with pupils, parents, colleagues, and senior managers to ensure positive working relationships are maintained.
- Support the maintaining a register of all children in the school with Individual Healthcare Plans
- Communicates effectively and collaborates with external healthcare agencies and professionals, including specialist nurses involved in pupils care, immunisation teams and local pharmacists to support the health, wellbeing and safe management of pupils' healthcare needs.

### Pastoral Support and Safeguarding

- Alert the DSL or a Deputy DSL of any safeguarding or child protection concern and record this and any resulting actions on CPOMS
- Be visible around school so that pupils recognise and get to know you
- Provide a safe and welcoming space to listen to children who may be in need of emotional support
- Pass on concerns to the Form Teacher or DSL as appropriate
- Monitor dietary requirements, allergens and liaise with the catering team to supervise special diets required by pupils
- Be involved in the health education of pupils which may include assisting teachers in the delivery of PSHE/Wellbeing sessions such as those relating to puberty, body changes and the onset of menstruation
- Undertake any reasonable duties as requested by the Head of Preparatory School, Director of EYFS and Deputy Head Pastoral.

### Personal Specification

- Hold a recognised, current Nursing Qualification
- Understand the importance of child protection and safeguarding, knowing when to share information and when to maintain confidentiality
- Have experience of working with children of varying ages and backgrounds, and enjoy working with children
- Be able to work independently and as part of a team, with a flexible approach to working arrangements
- Have excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner
- Have effective time management and organisational skills
- Have high standards of self-motivation, self-discipline, discretion, diplomacy and integrity
- Be able to use own initiative and be proactive in finding possible solutions to problems as they arise
- Be able to prioritise and manage situations under potentially pressurised situations
- Have knowledge and understanding of health and safety issues
- Have competent IT skills, including use of word processing, spreadsheets and databases
- Have completed training, or be willing to complete training, in: Use of defibrillators, use of Adrenaline Auto Injectors, management of diabetic pupils and epilepsy
- Be committed to the values and culture of Brentwood School.

### Safeguarding

To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with, the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.



- To safeguard and look after the health and wellbeing of students during lessons, on-site training and fixtures and any off-site sports or dance activities fixtures or trips;
- To supervise actively students on transport (staff should not use their own cars unless there are exceptional circumstances, agreed in advance with the Head or in an emergency). This includes ensuring that staff sit in different areas of a coach, check that students have seatbelts on at all times and make it clear what is expected of them in terms of mobile phone use (this is not permitted for short journeys but they may be used at the discretion of the member of staff in charge of the trip for longer journeys as long as all students follow the behaviour and IT acceptable use policies);
- To ensure all students understand how to prevent injury and how to use any equipment safely;
- To follow the safeguarding code of conduct for all staff regarding physical contact, which should be the minimum required for care, instruction or restraint. Physical contact, when used for instruction, should only take place in a safe and open environment, the extent of the contact should be made clear and undertaken with the permission of the student. It should only be used if other options for demonstration to keep students safe are not possible;;
- To ensure that any contact with students, for example, arranging a coaching session, including one-to-ones, should be transparent and using school email;
- Staff should follow the School's Social Media policy and IT acceptable use policy at all times. If they take a photo of a student for legitimate school use on a personal device (and there is no other means of taking the image), this should be uploaded straight away to the google drive and then deleted from the personal device.