



School Nurse

Job Purpose

To work in a nursing team and provide a clinically effective, high-quality service of nursing care to pupils and first aid care to all members of the school community. To be an integral part of the pastoral care team and safeguard pupils, and actively promote their wellbeing.

Hours

2 days a week on Thursdays and Fridays, 8 hours a day (08:30 – 17:00 which includes ½ hour, unpaid, for lunch). Term Time only (35 weeks, including one duty out-of-hours to provide nursing cover for a school event).

Report to

Senior Deputy Head (Pastoral)

Contacts

Director of Pastoral Care and Safeguarding; Director of Sixth Form; Director of Pupil Wellbeing; Heads of Year; Deputy Heads of Year; tutors; SENDCo; Director of Co-curricular Activities; Director of Sport; Manager of the Sports Centre; Pastoral Mentors; Heads of Department, Head of Calendar and Trip Logistics; School Counsellors; Boarding House parents and tutors; Assistant House Managers (boarding); Catering Manager; Prep School matrons; School Doctor

Department

Pastoral/Sanatorium (medical centre)

Key Responsibilities & Accountabilities

Professional code

- To adhere to the “Nursing and Midwifery Council (NMC) The Codes: Standards of conduct, performance and ethics for nurses and midwives” and be conversant with the “Scope of professional practice” and other NMC advisory papers;
- To adhere to the code of confidentiality as outlined in the NMC Code;
- To ensure the revalidation Process is adhered to;
- To keep up-to-date with current health promotion initiatives;
- To be a proactive member of the nursing team.

Supporting the health and wellbeing of pupils

- To provide medical care for pupils, including those with long-term medical conditions;
- Working with the Senior Nurse, to ensure care plans are developed and written for pupils requiring them, in liaison with pupils, parents and boarding house staff as relevant;
- To support pupils with disabilities;
- To support and monitor closely pupils with Type 1 diabetics as per their care plan;
- To provide first aid and emergency care and treatment for pupils (and staff in emergencies) as necessary – this includes assisting the Senior Nurse in making sure that first aid kits are checked regularly and re-stocked as needed, that the First Aid Cupboards in boarding are checked and replenished and the defibrillators in the school are checked regularly;
- To assist the Designated Safeguarding Lead or DDSLs with risk assessments and risk management, as required, for pupils with medical needs, including mental health conditions;
- To provide a confidential health advice service as appropriate;
- To help organise and help carry out immunisation programmes, including vaccinations for boarders (with parental permissions);
- To assist the Senior Nurse to operate procedures for the control of infectious diseases and advise the Deputy Head (Pastoral) on effective policies in this regard;
- To help promote health education throughout the school and provide INSET for staff as relevant;
- To liaise with the School Doctor and other health-care professionals as required.

Communication and record keeping

- In conjunction with the Senior Nurse, to brief staff on the medical needs of pupils joining the school (including House parents and boarding tutors);
- To work closely with the School’s Pastoral Team to ensure that pupils with medical needs are best supported in school and keep the relevant staff informed and updated of these needs;
- To contact parents as required;
- To liaise with Heads of Year to identify any attendance patterns at the SAN or pastoral concerns;

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- To support colleagues taking pupils on fixtures, trips and visits so they are able to look after those pupils with known medical conditions;
- To maintain medical records accurately, confidentially and safely (including those of boarders);
- To record the dispensing of drugs following drug protocols;
- To follow the procedures for the safe disposal of clinical waste and be aware of recommended safe storage, usage and disposal of medical supplies and drugs;
- To assist the Senior Nurse in reviewing and updating relevant policies.

Boarding

- To be familiar with National Minimum Standards relating to the Boarders' medical needs;
- To liaise with Boarding Staff regarding the boarders' general health and welfare and to update Boarding Staff when boarders have been seen by a nurse during the school day;
- During the school day, to attend the Boarding Houses when required by Boarding Staff for a boarder with medical needs;
- Working with the Senior Nurse, to provide medical advice to Boarding Staff for the care of all boarders who are sick;
- To complete the online handover document for each boarder's visit to the SAN- which all boarding house staff have access to;
- To attend and assist during Medicals for boarders with the School Doctor and to arrange for boarders to attend any medical, dental or other health appointments as necessary;
- To attend and assist with the school doctor's clinic as required during the school day.

Safeguarding

- To adhere to the School's Safeguarding policy, which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS;
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To safeguard pupils and colleagues when discharging nursing duties;
- To ensure there is an additional person present (ideally one of the other nurses) if a student needs to remove a shirt, trousers/skirt for the nurse to be able to examine the injury;
- To see the permission from the pupil, parent, guardian, Houseparent or DSL if a pupil has to be escorted to hospital;
- To deal with sensitive and confidential information discreetly and appropriately as per your nursing code of conduct.

Personal Specification

- Be committed to the values and culture of the School;
- To be committed to the safeguarding and promotion of the welfare of young people;
- Have respect for all pupils and have a regard for the effective learning and pastoral care of all pupils;
- Be a team player who is flexible, co-operative, and collaborative in approach;
- Have the ability to work alone and take the initiative as required;
- Be able to stay calm under pressure;
- Have high standards of written and oral communication and excellent interpersonal skills;
- Be IT literate;
- Have a nursing qualification and be active on the NMC register;
- Ideally, demonstrate various levels of post-registration experience - and, ideally, PILS, ILS or ALS skills;
- Engage in the School's professional development process.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk

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