

Role Profile

Role Title:	School Nurse
Location:	The Leys School
Responsible to:	Lead Nurse

Key Tasks:

Nursing

- To provide a high standard of service within NMC guidelines to pupils, members of staff and any visitors while on site.
- To be accountable for all aspects of pupil's medical care including pupil in-patients.
- To ensure the provision of emergency medical care is available for all on site, i.e. pupils/staff and School visitors.
- To conduct the Nurse led Clinic on a daily basis to assess pupils and administer care and medication as required.
- To liaise with the local Doctors' surgeries and pupils' home GPs as necessary and advise parents and pupils on referrals and medication.
- To obtain necessary prescriptions and medications for pupils and arrange for hospital appointments/x ray etc.
- To arrange for transport, (someone to accompany if under 16yrs) to Doctor/hospital when required.
- To organise and carry out medical examinations for new pupils registered with the School doctor.
- To work in a safe and professional manner at all times ensuring robust procedures for best practice are in place.
- To maintain all health records accurately and confidentially, including all drugs dispensed.
- To communicate effectively with parents/guardians and with staff throughout the School.
- To arrange for any health-related appointments as requested.
- To work/liaise with external agents such as Social Services.
- Keep contemporaneous nursing records to a high standard.

Health Promotion

- Promote health education throughout the school population
- Take part in the delivery of PSHE, to support teaching staff as appropriate
- Keep up-to-date with current health promotion initiatives

General Tasks:

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Lead Nurse, Director of Pastoral Care, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

THE Leys

Person Specification

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Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered Nurse (RGN or RN Child) 	<ul style="list-style-type: none"> Specialist Community Public Health Nurse (School Nursing)
Personal Qualities	<ul style="list-style-type: none"> Excellent communication and interpersonal skills A clear understanding of young people's development and needs A proven ability to empathise and relate positively to young people. A calm, warm manner with a sense of humour The ability to communicate effectively with the whole school community The ability to work as a member of a team Possess effective judgement and the ability to work on own initiative Be proactive and positive Ability to prioritise, working to deadlines and under pressure Have a flexible approach and be prepared to help with staff cover on occasion. 	<ul style="list-style-type: none"> Evidence of commitment to professional development
Specialist Skills and Experience	<ul style="list-style-type: none"> Experience of dealing with minor injuries/sports injuries Be aware of young people's mental health A thorough understanding of and commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> A&E or Practice Nurse experience Previous experience of working in a school setting Experience of working with children or young people Mental Health or Sexual Health qualification