

Godstowe

Job Description

School Nurse (part-time)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post

School Nurse, part-time, during term-time and for some hours prior to the start of term and after the end of term.

Purpose of the Job

1. To facilitate the smooth and efficient running of the Medical Centre.
2. To help promote the health and welfare of pupils
3. To liaise with the Headmistress, Boarding House Staff, parents and other staff as appropriate.

Duties and Responsibilities:

- To administer first aid and appropriate care to pupils and staff.
- To care for the pupils who need to stay in the Medical Centre and supervise or carry out other treatments.
- To assist with the immunisation programme with the Child Health Team and the school Doctor's surgeries, as required.
- To advise and treat patients with common minor ailments, admitting pupils to the Medical Centre and referring boarders to the School Doctor as appropriate, or day pupils to their parents.
- To carry out routine health checks.
- To be aware of the girls' physical and emotional needs: to be able to talk sensitively to them and know when to suggest that other professional help is needed.
- To have current knowledge of chronic diseases, e.g. Asthma, Diabetes, Epilepsy, etc. and to undertake regular update training.
- To assist with the health education and counselling of pupils.
- To keep accurate records of all attendance to the Medical Centre.
- To action any stock drugs or medical supplies that need reordering.
- To care for the fabric and equipment in the Medical Centre.
- To maintain professional competence by attending courses and study days.
- To arrange appointments with specialists and physiotherapists and for other investigations, plus escorts and transport.
- To ensure that parents, house-staff and the senior management of the school are kept well informed of any relevant issues.
- To facilitate a daily record of events within the Medical Centre, maintaining confidentiality as appropriate.

- To develop health care plans for students with special care needs for the purpose of providing direction to school staff.

Other Requirements

- Efficient organisational skills
- To be able to communicate effectively
- To be a good member of the team
- To be committed to excellence
- Sense of humour
- To be caring, kind and committed.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmaster.

This Job Description is not a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

May 2024