


School Nurse			
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Job Description

Location	<i>King Henry VIII Senior & Junior Schools</i>
Contract Type	<i>Part time, permanent</i>
Working hours	<i>2.5 days per week, days to be agreed and occasional Saturday mornings will be required</i>
Reporting to	<i>Deputy Head – Pastoral</i>

School Ethos:

Our intention is to provide our pupils with a superb education. We are proud of our rich heritage and tradition of academic excellence, which stretches back to 1545, but we are also forward-thinking and quick to adapt in a fast-changing world. We aim to discover each pupil's potential and to ensure that we help them develop fully in an exciting, challenging, and supportive environment.


Role Summary

Responsible for dealing with all medical emergencies throughout the schools. Liaising regularly with the Deputy Head Pastoral on medical and pastoral duties and prepare an annual report on medical matters for the Headmaster and the Governing Body

Main Duties & Responsibilities

- Dealing with all medical emergencies throughout both schools, King Henry VIII Senior & Junior Schools
- Dealing with pupils and staff with known medical conditions
- Keeping clear and precise medical/safeguarding records
- Raising child protection concerns with DSL and attending early help meeting if required
- Maintain and adhering to specific care plans for pupils, ensuring pupil lists are regularly updated and forwarded to staff
- Administer prescribed medication as per care plan
- Keeping the Accident Book up to date and reporting to HSE as necessary
- Issuing paracetamol and asthma inhalers as required under strict guidelines
- To operate school policy and procedures in the case of illness which involves contacting staff, parents, hospital etc.: and arranging safe transport of the pupil home or to hospital
- Counselling pupils and staff on medical, emotional and social problems.
- Liaising with admin. staff to monitor information regarding absences and other medical matters
- Liaising with outside agencies, the Health Trust Nurse, GP surgeries incl safeguarding lead, CAHMS, Mental Health organisations, Early Help/Family Hubs
- Running the medical room budget – keeping accurate records of medical supplies
- Ensuring the First Aid boxes throughout the school and the First Aid bags carried by certain teaching staff are stocked
- Helping to provide the INSET on First Aid
- Assisting with the delivery of Life Choices programme where expertise is available
- Assisting with the School Office with general tasks when Nursing duties permit
- Attending school functions when required by the Headmaster e.g. Sports Day, New Parents evening, Open Sessions
- Providing First Aid cover for Rugby fixtures at weekends
- Updating and writing all medical policies



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- Ensuring all trips lists are checked by the nurses and staff are accordingly trained for the trips ie to administer medication, 1st aid and epi-pens

Personal Specification

Personal Characteristics	Essential/Desirable
Competent IT skills, including use of word processing, spreadsheets and databases (iSAMS; My Concern software helpful but not essential)	E
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.	E
Demonstrate good personal skills in a pleasant, friendly, and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the Medical Centre.	E
Independence but with the ability to work as part of a wider team of support staff and pastoral staff	E
Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies	E
Suitable applicants will be registered nurses (RN) on part 8 or part 15 of the NMC register with relevant post-registration experience. Previous School Nurse experience is desirable.	E

