

School Nurse (Sister)

Hours: 08:00 – 16:45 hours (with 30 unpaid minutes for lunch break) Term Time
(34.9 weeks per year) plus 4 additional weeks during the school holidays

Job Purpose

The School Nurse (Sister) is responsible to the Head, via the Deputy Head Pastoral, for the care of pupils in her charge and day to day medical care at Kent College, in the Preparatory and Senior Schools.

The Medical Centre team is part of a wider pastoral and First Aid team whose aim is to promote the physical health and emotional wellbeing of the pupils.

The Medical Centre is open from 08.30 – 16.30 during the school day and is a welcoming space offering medical support for pupils and staff.

This support, in conjunction with the wider pastoral team, is designed to meet a wide range of day to day needs, as any medical centre would in the wider world. From meeting the physical needs of some pupils and the administration of first aid, to guiding pupils who might need psychological support, the role is a varied but vital one in our whole school community.

The role will include but will not be limited to the following duties:

Medical and First Aid

- Managing the Medical Centre team (3 people including counsellors) as well as managing the Prep School Health Care provision including appraisals, training, budget and stock take.
- Managing the two school counsellors and their timetables.
- Ensuring that pupils and staff are seen promptly and any further treatment is identified. Administering first aid and care of 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, doctor, hospital etc and accurately recording all visits.
- To be responsible for writing and reviewing medical healthcare plans for pupils with more complex health needs, and sharing these appropriately.
- To be responsible for writing, reviewing and updating the medical handbook and medical school policies.
- Advising pupils and staff on medical issues and pupils'/adolescent physical health and emotional wellbeing.
- Organising the in house regular medical checks and School Health immunisations programmes.
- Being available to staff leading school trips to offer advice and information regarding individual pupils and medication.
- Ensuring First Aid kits around school are monitored and are restocked. Supplying First Aid kits for trips.

- Providing basic First Aid knowledge to staff at start of academic year and informing staff of procedures if faced with medical emergency such as the more serious medical conditions they may encounter.

Day to Day and long-term efficiency of the Medical Centre

- Maintaining the Medical Centre and Prep School first aid area as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff.
- To provide appropriate and time-specific health and wellbeing information to the pupils' needs via the medical centre
- Having an overview of the use of the Medical Centre and spotting patterns or trends with individual pupils or groups in conjunction with the Deputy Head Pastoral.
- Updating the Medical Handbook and keeping pupils' medical supplies up to date (Epi-pens, inhalers etc.).

Communication and record keeping

- To ensure effective information sharing and handover with the Boarding House staff.
- Making contact with parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaise with the relevant member of staff (Form Tutor, Student Managers, and Pastoral Deputy Head) on issues which arise through the care of pupils in the Medical Centre.
- Attend weekly staff briefing and other relevant staff meetings.
- Meet fortnightly with the Deputy Head (Pastoral).
- Attend weekly safeguarding meetings.
- Liaise with School Doctor where necessary.
- Completion of accident reports as required, passing them to the Health and Safety Officer.
- Updating medical records on the school database and liaising with parents as necessary if further information is needed.
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon.
- Liaising with the local GP on medical matters and in order to keep protocols up to date.
- Ensuring that medical and personal confidentiality is respected.

Pastoral Support

- To be a listening ear and one of the firsts "ports of call" on the pastoral team. Knowing when to pass on concerns to the appropriate person.
- To be involved in the health education of the pupils and, at times, to help deliver PSHCE or form time to discuss medical or emotional issues with pupils.

Skills and Training:

- To ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training.
- To be willing to complete Child Protection training and become Deputy DSL and any other training relevant to the school setting.
- The ability to prioritise and manage situations under pressure.
- 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.
- Competent IT skills, including use of word processing, spreadsheets and databases.
- 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 or the school office.

Additional Duties

- Monday –Thursday nights inclusive to be available for advice up to 9.00pm. There will be no phone calls after 9.00pm as the House Staff will turn to NHS Direct for advice or take boarders to A&E. During weekends the School Nurse will be available over the phone for consultation if convenient, and as agreed with the House Staff.
- The School Nurse is required to attend some school functions as a qualified person in a medical capacity and if needed to book St John’s Ambulance. These functions will be agreed before the events but will include the following: Open Day in October, Entrance Day in November, Year 5 & Year 6 Transition events, Speech Day and Sports Day, School Plays, Carol Service.
- There may be other occasions when the School Nurse will be asked to provide medical cover but this will be by agreement.

General Duties

- To follow safe practice in all areas of school life.
- To uphold the ethos, aims and objectives of Kent College.
- To carry out any other reasonable duties falling within your capabilities depending on the needs of the school.
- To attend staff meetings and in-service training as appropriate.

This job description may be reviewed during the academic year if necessary and may be amended at any time after consultation with you.

Signed by the School Nurse:	Signed by the Head:
Date:	Date: