



Highclare School

Job Description: School Nurse

Line Manager: Head's PA

Job Purpose

As a member of the Highclare School support staff, the post holder will be responsible for providing a high quality service of nursing and first aid to the school community.

Nursing Duties and Responsibilities:

- To act within the strict guidelines of the NCC Code: Standards of Conduct, Performance and Ethics for Nurses and Midwives.
- To maintain your personal registration number (PIN) assigned by the Nursing and Midwifery Council.
- To maintain your personal indemnity insurance
- To provide a high standard of service to pupils, members of staff and any visitors while on site.
- To maintain medical records to a high standard ensuring the accurate and rapid retrieval of information within the School's management information system (SIMS).
- To have an involvement and awareness of health and safety issues within the school affecting staff, children or the environment.
- To ensure care plans / alert cards are developed and written for pupils requiring them, in liaison with pupils, parents and staff.
- To ensure relevant staff are made aware of children with particular medical needs.
- To promote health education throughout the school population.
- Organise any school medical examinations, hearing tests or other surveillance audits as may be required
- Operate procedures for control of infectious diseases, safe disposal of clinical waste and the safe storage, usage and disposal of medical supplies and drugs.
- Follow good practice and specific directives on immunisation / vaccination procedures relevant to the school population and individuals (e.g. lateral flow testing, Covid-19 vaccinations).

First Aid Duties and Responsibilities:

- Maintain medical records accurately, confidentially and safely.
- To oversee the health and wellbeing of pupils on all three locations at Highclare School
- To provide first aid as required across the School, recording details of visitors to the medical room and any actions taken for school records.
- Maintain treatment medical room stock, hygiene and tidiness.
- To ensure all first aid kits are kept well-stocked
- To ensure that all medication stored at School is within its official 'use by' date and ensure that parents are contacted for replacement in advance of expiry dates.
- To provide first aid kits and health information to members of staff taking pupils out of school on trips and fixtures (Highclare Senior School only)
- To attend sports days and school events, including evening prize-giving events, to provide official first aid cover as necessary

First Aid Instructor Duties and Responsibilities:

- To provide First Aid training for members of staff as required, ensuring an appropriate number of staff have the correct qualification, carrying out updates as necessary.
- To provide auto-injector and asthma training for staff on a regular basis.

General:

- To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings, professional learning and development (PLD) and staff training days.
- To carry out any other duties commensurate with the grade in order to ensure the smooth running of the school.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service.