

## Lead School Nurse

### Job Description

The Lead School Nurse is directly responsible to the Deputy Head (Pastoral) for nursing management and for the health and physical welfare of the pupils in the school and to the Head of Boarding in relation to any boarding duties. The Lead School Nurse is responsible for the team of school nurses in the Medical centre.

The Lead School Nurse, along with the medical team is responsible for the medical care of the pupils at St Teresa's, both Boarding and Day, for School Staff and Visitors as required.

Overall responsibilities:

#### **Line Manager responsibilities:**

- Directly responsible to the Deputy Head (Pastoral) for nursing management and for the health and physical welfare of all the pupils in the school and to the Head of Boarding in relation to any boarding duties.
- Member of the Health and Safety Committee.
- Responsible for the staffing of the Medical centre
- Line managing the team and supporting CPD to meet NMC requirements for the nursing team.
- Member of the safeguarding team

#### **The Lead School Nurse's duties include the following:**

- Health treatments to pupils and administering medication when appropriate.
- Caring for 'in patients' and catering for them when necessary.
- Liaising closely with Parents, Head, Boarding staff, Teaching Staff and School counsellors, ELSA in a pastoral, as well as health capacity.
- DDSL role attending meetings, TAFs, liaising with external agencies and supporting the students in school
- Carrying out welfare checks on students, supporting them, signposting them or referring them to appropriate interventions.
- Leading on arranging health appointments and transport for pupils.
- Carrying out annual health checks for all boarders and specific year groups within the school
- Pastoral/mental health support for pupils when appropriate or referring to school counsellors/external agencies
- Liaising with PSHE to assist with health promotion and keeping up to date with health promotional issues.
- On call rota for out of hours nursing support over the phone for boarding

**Assisting the School Doctor:**

- Ensure all boarders that are required to be registered with the GP are registered and de-registered once left, providing full immunisation history.
- Ensure all boarders registered with our GP immunisations are up to date and coordinate catchup as required.
- Assisting the School Doctor when on duty at the 'in school' surgery held in the Medical Centre once a week for boarders.
- To establish and maintain close links between the School Doctor's surgery and the school Medical Centre.

**Other Health Duties:**

- Liaising with the Surrey Immunisation team to organise vaccination programmes for all pupils at the school.
- Administering emergency treatment to staff and visitors when necessary.
- Supplying and maintaining first aid boxes and bags around the school and issuing them for trips out of school, providing staff medical details for pupils to prepare for trips/residential trips.
- Overseeing checks on Defibs/servicing/replacing pads across the site.
- Ordering pharmaceutical and stock items for the Medical Centre.
- Issuing Boarding House health supplies and ensuring they are replaced as necessary.
- Having weekly meetings with the Deputy Head (Pastoral) and Boarding staff and attending weekly staff meetings.
- Supporting sports events participating in risk assessments/first aid provisions and staff them if required.
- Providing staff training on medical conditions and the use of inhalers/AAI pens.
- Working alongside external agencies to support pupils while in school
- Writing IHCP's, alerting staff to medical flags, updating pastoral registers, writing safety plans for pupils

**Administration**

- Administrative duties and record keeping as appropriate to the efficient day to day running of the Medical Centre.
- Co-ordinating and mentoring student nurses on placement from Royal Surrey University on the children's nursing course. Additionally, ensuring staff have the relevant training/updates to support this service.
- Co-ordinating and supporting trainee counsellors on placement.
- Liaising with local authorities such as Mindworks Surrey to oversee and support students while in school.
- Leading on stocking up, stock taking/auditing across the site and keeping control of Medical Centre supplies and regularly checking the sell by dates of all medication.
- Creating an updating policies and protocols as and when necessary.
- Creating and organising medical information to be sent out to parents.
- Updating annual policy with support from Director of Operations and Deputy Head (Pastoral).

**Training & Development:** St Teresa's is committed to the professional development of all pastoral staff. Individual talents and skills may also provide opportunities for whole school roles. There will be training and the opportunity for team teaching and lesson observation.

## Person Specification for School Nurse

	Essential	Desirable
<b>Qualifications</b>	A registered general nursing qualification	
<b>Experience</b>		<p>Experience in a boarding school or other educational setting.</p> <p>Experience of writing reports &amp; policies.</p> <p>Well-developed IT skills.</p> <p>RSCN</p> <p>ENB998 – Teaching and Assessing in Clinical Practice. Mentorship Module</p> <p>First Aid Certificate.</p>
<b>Skills and Abilities</b>	<p>Confidence in decision making.</p> <p>Flexibility, being able to perform as a team member of in isolation, and to be happy to adapt to the changing needs of the department.</p>	
<b>Personal Attributes</b>	<p>To enjoy the care and company of young people.</p> <p>To have the ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Warm, caring, approachable and empathetic.</p> <p>To be a good listener.</p>	
	<p>To be an excellent communicator and good organiser.</p> <p>Ability to take responsibility for decisions an actions.</p> <p>Open-minded, flexible and reflective.</p> <p>Possess stamina and resilience; the ability to remain calm and controlled under pressure.</p> <p>Patience and a well-developed senese of humour.</p>	

<b>School ethos</b>	<p>Fully supportive of the Catholic ethos of the school.</p> <p>Encourage active participation in the school's five key values of Faith, Character, Compassion, Community and Intellect.</p>	
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