



JOB DESCRIPTION

School Nurse

General

- To support the aims, values and ethos of the School and to contribute to the implementation of the School's Mission Statement.
- Within the aims, values and ethos of the School, to establish the aims and objectives of the Rennie Surgery and to set targets which lead to the achievement of those aims.
- To be accountable to the Deputy Head – Pastoral and to work closely with the Designated Safeguarding Lead, Senior Leadership Team and other relevant pastoral staff.
- To promote and safeguard the welfare of children and young people in accordance with the School's safeguarding policies and statutory guidance.
- To contribute significantly to the health and wellbeing of the Farnborough Hill community by providing medical care and by supporting the pupils' physical and emotional wellbeing.

Specific Duties

- Provide the best possible medical care to pupils.
- Work closely with the Pastoral Team to support pupils' emotional wellbeing and mental health needs, ensuring appropriate referral pathways and support are implemented where required.
- Play a key role in safeguarding and promoting the welfare of pupils, maintaining accurate records and making timely referrals and disclosures in accordance with School safeguarding procedures
- Administer medication according to School policy.
- Administer First Aid to pupils, staff and visitors.
- Work with staff to ensure that relevant medical information is communicated appropriately, balancing pupil welfare with confidentiality requirements.
- Liaise with parents and staff in accordance with School policies on medical and mental health.
- Develop individual healthcare plans (IHCP) where appropriate, giving support to relevant teaching staff in their dealings with these pupils in the classroom and co-curricular activities.
- Conduct risk assessments for individual pupils where appropriate and ensure relevant staff are aware of any required actions or adjustments.
- Active involvement in allergy management of pupils in accordance with school policy and statutory guidance.
- Provide general advice and training for staff for the care of pupils with particular medical needs.
- Meet weekly with the Deputy Head – Pastoral to review and update medical support in school.
- Contribute to the strategic development of health, wellbeing and medical provision within the School, advising the Deputy Head – Pastoral and Senior Leadership Team as appropriate.
- Attend and contribute to attendance and pastoral support meetings, providing relevant medical context where appropriate.
- Hold and contribute to other regular meetings and work closely with senior pastoral staff and the Designated Safeguarding Leads.
- Regularly review and update relevant policies and procedures.
- Attend and report at Health and Safety meetings.
- Review accident and near miss reports and contribute to the analysis of these in Health and Safety meetings.
- Ensure that confidential medical questionnaires and all relevant parental consent forms to administer or carry medicine are obtained, recorded and retained.

- Raise awareness of medical and health issues to pupils and staff throughout the School as appropriate.
- Maintain communication with relevant external agencies as required, eg GPs, the local health authority, Immunisations Teams, CAMHS, etc.
- Liaise with Head of Learning Support.
- Advise the Senior Leadership Team on significant health concerns, communicable illnesses and medical matters that may affect the wider school community.
- Where necessary, arrange appropriate onward care for an unwell pupil, member of staff or visitor, including liaison with parents, emergency services or healthcare providers.
- Attend school events including Prize Giving, the Advent Carol Service and others as required.
- Provide reasonable cover for other members of the Nursing Team during absence or periods of increased demand.
- Other duties may be included as part of School life, as required by the Headmistress or Deputy Head – Pastoral.

Management of the Rennie Surgery and Resources

- Ensure the Rennie Surgery is appropriately stocked and equipped.
- Ensure safe storage, usage and disposal of medical supplies and drugs.
- Maintain accurate, confidential and secure pupil medical records in accordance with data protection legislation and School policy.
- Provide first aid kits around the School and for trips. With the Administrative Team, check and maintain these first aid kits.
- Carry out and record routine checks of defibrillators and other emergency medical equipment.

Training

- Organise First Aid training and keep up to date records of First Aiders in the School.
- Contribute to topics within PSHEE including presenting in PSHEE lessons and sessions as required.
- Provide specific training for staff as required.
- Maintain active NMC registration and fulfil all professional requirements, including revalidation and continuing professional development (CPD).
- Maintain good relationships with local medical networks to ensure best practice is followed.

Co-ordination of Immunisation Programmes

- Liaise with the local health authority to book immunisation programmes in line with the current public health schedule
- Facilitate the organisation of immunisation sessions in school
- Provide information to pupils, parents and staff regarding immunisations.

The postholder will be expected to undertake any other duties that are reasonably required and commensurate with the level and responsibility of the post. The duties and responsibilities outlined in this job description may be reviewed and amended to meet the evolving needs of the School.