

# Job Description



Job Title:	School Nurse	
Department:	Medical Services	
Business Area	Operations	
Line Manager:	Chief Operating Officer	
Job Purpose:		
<p>To provide the highest standards of Nursing care to all pupils and where possible, to attend to staff and visitors to the school who have health care needs.</p> <p>To work collaboratively with other members of the nursing team, GWC staff, pupils and their families to ensure on-going health and wellbeing needs are fully supported and attendance at School is maximised wherever possible/appropriate.</p> <p>To work within the Nursing and Midwifery Council Code of Professional Conduct and scope of professional practice at all times and to comply with the Scottish Government Guidelines: Supporting Children and Young People with healthcare needs in Schools.</p>		
Main Responsibilities:		
1	<p><b>Clinical Services</b></p> <p>Facilitate safe, evidence based, cost effective, and individualised care for all pupils, staff and visitors to the School through robust, high-quality clinical assessments and interventions.</p> <p>To provide on-going nursing support, advice, guidance and information to all key stakeholders (i.e. pupils, staff, visitors, parents/families) covering a range of clinical needs, including both physical and mental health conditions and concerns, in order to promote resilience (e.g. minor ailments, complex and/or chronic medical conditions, infectious diseases, sexual health, stress etc).</p> <p>To facilitate and support all necessary health screening requirements for the School (e.g. risk assessments for trips etc).</p> <p>To provide support in relation to rehabilitation from injury or illness, covering individual needs and the management of various return to school sport and post-concussion protocols.</p> <p>To provide support to Wraparound Care activities, i.e. Holiday Club and After School Club.</p>	70%
2	<p><b>First Aid, Incident and Accident Management</b></p> <p>Provides First Aid and emergency care and treatment including all initial health care support for the effective management of injuries, accidents or critical</p>	10%

	<p>incidents, liaising with emergency services, staff, parents and pupils, as required. Where possible, this includes providing First Aid support for sport fixtures during the working week.</p> <p>To complete all appropriate/associated paperwork to ensure a clear audit trail, as well as health and safety and legal compliance (e.g. RIDDOR, near misses etc).</p> <p>To provide support, guidance and advice to other in-house First Aiders, and ensure PASS/3SYS is updated and pastoral records are completed.</p> <p>To attend as required, key trips out of school which could be day trips or residential with the purpose of providing health care where we have pupils attending who are considered 'high risk' or the location or activity is considered 'high risk'.</p>	
3	<p><b>Immunisation Programme and Health Assessments</b></p> <p>To facilitate the agreed NHS immunisation programmes in School, assist with the planning, preparation and screening of pupils for the programmes, collaborative working with the NHS Community Vaccination Team, and maintenance of associated clinical protocols.</p> <p>Junior School Health Assessments, organised by the GP from Morningside Medical Practice (MMP) and supported by the School Nurses who document, measure and calculate percentiles.</p>	5%
4	<p><b>Policies/Procedures and Governance</b></p> <p>Identify areas of risk and report findings to Chief Operating Officer. Where a policy/procedure is identified the job holder contributes to its development to ensure adherence to the School ethos, legal and medical requirements, and current clinical best practice.</p> <p>Ensure necessary systems are in place for on-going compliance (e.g. emergency response protocols, risk assessments, effective and safe medicine management, consent management, staff training, infection control procedures, etc).</p>	5%
5	<p><b>Departmental Support Services</b></p> <p>To provide a range of clinical support services for departments across the School. Specific tasks and support requirements are wide and varied, e.g.</p> <ul style="list-style-type: none"> <li>● provision of First Aid kits and spills packs</li> <li>● partnership working with teaching staff</li> <li>● training staff in the use of allergy/adrenaline pens, defibrillators</li> <li>● support to Additional Support for Learning, regarding clinical and practical support for pupils under their care</li> <li>● health care advice and information for school trips, attending trip where required</li> <li>● working with the Health and Safety Manager in support of clinical aspects of risk assessments</li> <li>● providing general health care support, advice, guidance and information</li> <li>● Support the Child Planning/GIRFEC process by attending termly meetings</li> </ul>	5%
6	<p><b>Administration and Management of Health Information</b></p> <p>Gathers essential health information from parents for their children, analyses the returns and transfers essential data onto 3SYS/PASS to create the pupil medical record.</p> <p>Ensures accurate and completion and maintenance of all documentation and</p>	5%

	<p>medical records (electronic and paper).</p> <p>Ensures all data handling and storage complies with GDPR.</p> <p>Ensures documentation provides robust audit trails.</p>	
<b>Key Contacts and Working Relationships:</b>		
<ul style="list-style-type: none"> <li>• Pupils (Pre-School to S6), to assess health care needs</li> <li>• Parents, guardians and family members, to obtain information relating to their child's health needs and to keep them informed of health care intervention</li> <li>• Educate parents of the services provided by the Nursing Team and parental responsibilities of their child whilst at school.</li> <li>• Other School nursing staff (e.g. to obtain pupil health and medical history, seek guidance or support, or assistance.)</li> <li>• Support staff in their responsibilities relating to the care of pupils, (e.g. Trip Leaders, Year Heads, Guidance and ASL, Pupil and Curriculum Support departments.)</li> <li>• Medical colleagues and contacts, e.g. emergency services, NHS Lothian specialist nurses, Royal Hospital for Sick Children, GPs and medical service teams in other independent schools</li> <li>• External contractors, healthcare providers and medical suppliers</li> <li>• General school departments to support the effective operation of the Nursing Service, e.g. IT, Catering (for allergen information), PE, Janitors, Galleon (for Immunisation Programme), Reception, Deputy Head (Enrichment)</li> </ul>		
<b>Planning and Organising:</b>		
<ul style="list-style-type: none"> <li>• Ensuring adequate nursing provision according to school need/activity is the responsibility of the Chief Operating Officer.</li> <li>• Managing distressing complaints and the risks involved. Anticipation of the numbers/nature is not possible..</li> <li>• Many activities require forward planning in the academic year, (e.g. annual trips, S1 admissions, S3 Projects, S2 Heartstart, Duke of Edinburgh, collection of consent, vaccination programmes.) These activities must be anticipated, planned and implemented to support these events taking into account the ad hoc nature of a working day.</li> <li>• Medical provisions are assessed and ordered ahead of known events to facilitate the supply, issue and delivery</li> <li>• Support the NHS Schools Immunisation Programmes</li> </ul>		
<b>Problem Solving and Decision Making:</b>		
<p>A high volume of routine medical and complex conditions are handled by the service. Triage, based on clinical needs.</p> <p>Generally, the job holder operates with high levels of autonomy. Complex cases may require collaboration with others in specialist fields of medical profession, input from other School Nurses, input from other staff, (e.g. Guidance teams, Head of School, Human Resources or Health and Safety Manager, Sports/PE staff and Coaches.)</p>		

MMP GPs are available for general medical advice through a retainer arrangement with the School.

Examples of typical challenges, problems and decisions likely to encounter are:

- High volume playground injuries
- Sport injuries: head trauma, injuries to limbs
- Period pains, colds/flu, seasonal virus', cases of chickenpox
- Mental health/wellbeing with complex support e.g. eating disorders, stress, anxiety, bereavement
- Disabilities and chronic disease, e.g. diabetes
- Acute clinical conditions e.g. appendicitis, kidney infections.

#### **Resources and Requirements:**

Member of a Nursing team of 7 part time nurses, covering nursery to S6.

2400 pupils, 400 staff plus visitors.

Responsible for ensuring the Medical Bay store is fully stocked, ordering supplies as required and ensuring there is minimal excess stock to keep waste to a minimum as medical supplies expire.

Ensures medical kits that are returned to the Medical Bay are stocked with in date supplies and are ready for reissue.

Purchase of small items of equipment for PE, Chemistry, Nursery.

The Chief Operating Officer controls operational budget of £10k per annum.

No direct line management responsibility.

#### **Knowledge, Skills and Experience:**

##### **Essential:**

- RGN/RN Qualified or hold a degree in a relevant Nursing qualification.
- Current Registration with the Nursing and Midwifery Council (NMC)
- Considerable previous experience in a nursing environment
- Demonstrable experience of evaluating the safety and effectiveness of own practice and professional development.
- Ability to work both autonomously and collaboratively as part of a nursing team
- Excellent time management skills, with the ability to demonstrate previous, effective prioritisation of a complex workload
- Demonstrable understanding of the accountability arising from the NMC Code of Professional Conduct
- Demonstrable understanding of Child Protection regulations and requirements
- Excellent, concise, oral and written communication skills, demonstrating the highest levels of sensitivity, diplomacy and confidentiality
- Ability to use Microsoft packages/IT skills to successfully manage administration and support effective communication pathways
- Ability to identify personal and professional limitations of self and in doing so:

- work within the scope of practice
- value the individual
- work in a professional manner
- Operate with empathy, compassion, transparency, integrity, commitment, confidentiality, flexibility, attention to detail, sound interpersonal skills, fairness, confidentiality, communication skills (active listening), non judgemental approach, patience.

**Desirable:**

- Specialist relevant nursing qualification (e.g. RSCN/RMN)
- Previous experience working in paediatric nursing
- Previous experience working in a school environment

## FEDRA Elements Form

Activities		Examples of role requirements
1	Communication	<p>Most of the communication in this role is verbal.</p> <p>No two cases are the same and communication is used to determine what is best for the pupil. School Nurse needs to ascertain enough information for the pupil to be safe and healthy.</p> <p>Oral:</p> <ul style="list-style-type: none"> <li>• Questions customers (pupils and staff) to assess healthcare needs, seeks information relating to symptoms, including pain levels, frequency. This needs to be done quickly, concisely and effectively</li> <li>• Asks open questions in order to encourage honest, open answers</li> <li>• Uses calm reassuring tones and mirrors styles to reduce anxiety with customer and with families</li> <li>• Assessment of person's condition also determines how much information Nurse provides of their condition/anticipated treatment.</li> <li>• Use of non technical terms is necessary when discussing cases with non nursing staff</li> <li>• Handles conflict situations</li> <li>• Follows child protection, welfare and confidentiality procedures</li> <li>• Maintains and respects pupil's confidentiality and considers risk when doing so</li> <li>• Delivers sensitive messages without causing additional anxiety to parents and pupils. Age appropriate information given. Examples:  Concussion in rugby pupil; pupil needs enough information to explain why keeping off sport but not give too much information to cause anxiety   Parent: Pupil with nut allergy unable to attend trip due to it being unsafe to do so.</li> </ul> <p>Written/Electronic:</p> <ul style="list-style-type: none"> <li>• Maintains accurate, contemporaneous records of the care given, providing adequate information to use without compromising the position of the school</li> <li>• Completion of daily diary of all visits</li> <li>• Clear, simple information provided to staff in the care of pupils, e.g. before trips, which covers any key health care needs of the pupil.</li> <li>• Provides accurate written guidance/advice (e.g. return to play)</li> <li>• Awareness of confidentiality essential</li> <li>• Ensures relevant medical information/advice is disseminated to families appropriately (e.g. letters to parents)</li> <li>• Maintenance of timely clear accurate records of care given</li> <li>• Use 3Sys/Pass pupil record to document individual care and</li> </ul>

		<p>outcomes to ensure continuity and quality of care</p> <ul style="list-style-type: none"> <li>• Ensure email communication complies with GDPR</li> <li>• Cognisance that all records can be used in legal process.</li> <li>• Records all potential cases of concussion to ensure key teams (other School Nurses, PE staff, Guidance staff) have accurate and up to date information and know when a pupil is permitted to return to sport. This record provides includes dates of visit(s) to Medical Bay, outcomes/ recommendations of assessment, and external examinations and the dates when they can return to Sport</li> </ul> <p><b>Visual</b></p> <ul style="list-style-type: none"> <li>• Assessment of customer's affect</li> <li>• Assessment of customer's non verbal communication, identifying barriers to communication, (e.g. anxiety, impaired hearing)</li> <li>• Assessment of wound/injury (e.g. bleeding/risk of infection)</li> </ul>
2	Teamwork and Motivation	<p>The Matron role (now School Nurse) was created when the School was a Boarding School where 24 hour care of pupils was essential</p> <p>The role of the School nurse is to act in the best interest of the customer, and treat them as an individual by listening to their concerns, and encouraging them to share in the decision making about care and treatment.</p> <p>The School Nurse role is in a wider Nursing Services team, line managed by the Chief Operating Officer. There are no direct reports to any of the Nursing roles.</p> <p>The team self manage on a day to day basis and requires self motivation; working with colleagues to self evaluate their work.</p> <p>The Nurses provide input into sensitive case reviews working closely with Guidance Teams and the occasional multi agency team.</p> <p>Respect the skills expertise and contributions of nursing colleagues. Shares knowledge, skills and experience for the benefit of others. Works cooperatively.</p> <p>Support each other in revalidation, writing and discussing reflective accounts of clinical practice as part of professional development. Offer constructive, objective, non judgemental feedback on clinical issues. Offer support and reflection after critical incidents.</p> <p>School Nurses work collaboratively to identify new, whole school approaches and make recommendations for change to Chief Operating Officer.</p>
3	Liaison and Networking	<p>Liaise with all pupils on a daily basis and update and advise their parents.</p> <p><b>Internal</b></p> <p>Liaise with appropriate members of staff to share relevant information which ensures the safety and wellbeing of pupils and staff, assuming all</p>

		<p>appropriate consent and permissions are in place. A few examples below:</p> <ul style="list-style-type: none"> <li>● Pupil Support: assist with absence process</li> <li>● ASL: Advice to PSA re supporting pupils with disability</li> <li>● IT/Catering: allergen information</li> <li>● Trip Leaders: critical information relating to pupil health</li> <li>● H&amp;S Officer: input to risk assessments</li> <li>● Human Resources: on staff issues</li> </ul> <p><b>External Agencies:</b></p> <ul style="list-style-type: none"> <li>● Specialists: (e.g. diabetes, epilepsy, allergy, cystic fibrosis, physiotherapy)</li> <li>● Emergency Services: to provide accurate, concise summary of incident and provide answers to questions</li> <li>● RHSC Nurse Specialists: Coordinates multi disciplinary meetings</li> <li>● Fair Share Cyrenians Scottish Government: re sanitary products</li> <li>● Morningside Medical Practice GP: for general advice and guidance and coordination of the junior health assessments</li> <li>● Other GPs with consent, to raise concerns and seek advice</li> </ul> <p>Nurses attend annual best practice sharing events at SCIS, bi-annual NHS Community meetings, and disseminate learning from those events to colleagues.</p> <p>Annual discussions with Health Visitors for nursery and P1 to determine history of pupils (personal and health)</p> <p>Attend termly GIRFEC/Child Planning Meetings. The CPM is attended by the parents / guardian, school nurse, other relevant staff and is coordinated by the Deputy Head of Junior School.</p> <p>When a pupil needs a range of extra support planned, delivered and co-ordinated the plan explains what should improve for the pupil, the actions to be taken and why it has been created.</p> <p>Liaison with specialist departments of the NHS for advice and guidance</p> <p>Liaison with NHS Nurses for immunisation programme planning, highlighting information which will ensure the best care is provided (e.g. informing of needle phobias).</p>
4	Service Delivery	<p>The Nurses are first line assessors of health care needs and provides the highest standard of nursing care to pupils, staff and visitors who are in need of assistance.</p> <p>First Aid, advice, treatment, psychological needs/pastoral care support through appropriate questioning, active listening, observing body language, emotions, assess injury/wound.</p> <p>As employees of GWC the School Nurses must follow standards, procedures and policies set by the School. Standards set by SCIS (group discussions with other nurses in sector), previous colleagues and working practices, Heads of School/Deputy Heads, NMC Code of Conduct.</p>



		<p>A pupil's medical history data is collected from parents annually to create an up to date pupil record. No health related data is collected for staff members.</p> <p>The medical questionnaire is reviewed annually with the Chief Operating Officer to ensure compliance with GPDR. The information collected from parents is reviewed by the nurses, analysed and entered correctly onto the pupils medical records.</p> <p>Typically, the nurses' customers' attend Medical Bay when they are in need of care. Each customer is treated as an individual, assessing their needs and providing appropriate level of care taking into account their history, previous treatment/visits, knowledge of the person/family, individual circumstances and any other factor that may impact on the customers health and wellbeing.</p> <p>In deciding what care is needed the Nurse draws on nursing experience and training, knowledge of customer, questioning skills, active listening. Referring to health history and sometimes, previous cases, knowledge base of diseases/conditions affecting our population and collaboration with other Nurses, GP or specialist advisors and the parents/families information.</p> <p>Recognises and works within the limits of competence. Acts without delay if belief that there is a risk to customer's safety. Informs the Chief Operating Officer if there is something that may prevent job holder from working within the Code or other national standards.</p> <p>Specialist advice can be sought from a local GP, NHS Lothian, or from a colleague in the Nursing Team.</p> <p>Provides support to wraparound care services (i.e. Holiday Club and After School Club). This support includes delivering First Aid and emergency care, administration of medication, support our pupils with diabetes and other chronic illnesses, supply and maintain First Aid Kits, provide medical advice (e.g in relation to allergies, record and maintain confidential records, submit online accident reports, if appropriate).</p> <p>To ensure safety whilst pupils are playing games (e.g. rugby and hockey) First Aid is provided). Liaison, support and follow up after any injury.</p> <p>Support Child Planning Meetings (CPM), once per term. This is the meeting where extra support for a pupil is planned, delivered and coordinated. The plan explains the purpose of the plan, what should improve for the pupil and the actions to be taken. The CPM is attended by parents/guardians, School Nurse, relevant staff and the Deputy Head of the Junior School.</p> <p>Facilitates and supports all health screening requirements and immunisation programmes.</p>
--	--	---

		<p>Changes in NHS Guidelines (e.g. measles epidemic, shortage of epipens - notices could impact on service delivery).</p> <p>Management of medicines including pupils own, expiry/ checking in date /lifespan of opened bottle. Parental notification (encouraging parents to take responsibility), receiving of controlled medicine and returning to the owner.</p>
5	Decision Making Processes and Outcomes	<p>The customer's safety and wellbeing is of utmost importance.</p> <p>The School Nurse works autonomously but will consult colleagues to inform decisions (e.g. Nursing Team, Guidance/Heads of School, Teacher, Rugby Coach, or specialist). In cases where hospital visits are necessary the Nurse informs parents/guardians and arranges the transport to hospital.</p> <p>Working within level of own competence, this requires the job holder to be confident in their own abilities and have knowledge and a wealth of experience of handling a wide variety of medical and wellbeing issues. Need to triage safely, ensuring customer safety at all times and ask for advice and support if needed.</p> <p>High level acute presentations can arise of equally competing clinical priorities, without prior warning. Numbers are unpredictable and prioritising is key. Example scenario:</p> <ul style="list-style-type: none"> <li>• Multiple pupils present</li> <li>• One with headache, caused by head injury</li> <li>• One with severe depression - medical bay their safe place</li> <li>• Diabetic presents with high blood sugar</li> </ul> <p>Accurate decisions provide the appropriate level of care for optimum health outcomes and minimisation of risk.</p> <p>An appropriate level of individual care is key to balance the need for support and the need to promote resilience, independence and learning.</p> <p>Discussion with Child Protection Officer.</p>
6	Planning and Organising Resources	<p>Nurses plan their time to:</p> <ul style="list-style-type: none"> <li>• Keep up to date records including input onto 3SYS</li> <li>• Assess annual cycle of trip activities and plan assessment of groups, writing of notes to trip leaders</li> <li>• Assess kit contents, order supplies and prepare for distribution</li> <li>• Address annual housekeeping activities (e.g. collect medical information from parents, input data in time for the start of session)</li> <li>• P1 Medicals (annually), plan appointments with GP, correspondence to parents, urine testing</li> <li>• Maintenance of Resus 'Annie' for the teaching of CPR</li> <li>• Delivery of training e.g. S1, S2, P7, Nursery (see section13)</li> <li>• Junior School Health Assessments require the J/S Nurses to record P1, P4, P7 pupils to assess height, weight and eye tests</li> </ul>

		<p>(P4/P7). Measurements are documented and percentiles calculated.</p> <ul style="list-style-type: none"> <li>• Trips: Google sheet/calendar drives planning</li> <li>• Arrange annual meeting with contracted provider (Physis), meets new First Aiders, checks equipment at school First Aid rooms</li> <li>• Working with J/S Administrators to plan the whole primary school flu programme</li> <li>• Cover for events (e.g. Sports Day)</li> <li>• S3 Projects: whole year group medical screening, multi disciplinary meetings, parental conversations, risk assessments.</li> </ul>
7	Initiative and Problem Solving	<p>Quantity and complexity of unplanned customers on a daily basis increases the risk levels and results in a need to quickly assess those with most acute needs. Examples:</p> <p>Daily/Weekly:</p> <ul style="list-style-type: none"> <li>• Regular visit from a pupil who is unwell but maybe experiencing other problems</li> </ul> <p>Termly</p> <ul style="list-style-type: none"> <li>• staff member very unwell</li> <li>• pupil very unwell, new diagnosis/diabetes/epilepsy</li> <li>• pupil not able to go on a trip due to medical condition</li> </ul> <p>Rarely</p> <ul style="list-style-type: none"> <li>• Drug overdose, miscarriage, epipen needed</li> </ul> <p>School Nurse identifies when a Child Protection issue arises and informs CPO and/or DH Wellbeing.</p> <p>Key requirement to get pupils back into learning as quickly as possible if they don't require extended care in the medical bay.</p> <p>Assessment of whether ambulance services are required.</p> <p>Assessment of whether pupil requires head injury assessment and therefore whether permitted to continue to play sport.</p> <p>Working with guidance teams to assess those pupils with severe health care problems and their ability to attend trips, advise on adjustments that may be required, seeks specialist input (NHS/GP), refer to reference material etc.</p> <p>Provide feedback to Chief Operating Officer if they have any concerns, identify new ways of working that is more efficient, safe, cost effective.</p>
8	Investigation and Analysis	<p>Knowing own limits of competency and undertaking relevant research is a critical element of the role and essential to provide the best quality of care for customers.</p> <p>School Nurses are expected to keep their knowledge and skills up to date.</p> <p>Should a case arise for which the Nurse has little or no experience, they are expected to consult with Colleagues and undertake their own</p>

		<p>research before deciding what care is needed for the case.</p> <p>Example: unusual presentation which is not fitting clinical picture job holder will take detailed history to identify potential risks. If unknown cause, facilitate customer seeking additional medical advice via GP, A&amp;E, physio etc.</p> <p>Reference to GP/other health professional.</p> <p>Monitors and records numbers of infectious disease cases and reports to NHS.</p> <p>NMC Registration must be kept up to date in order to continue to practice in a Nurse capacity.</p>
9	Sensory and Physical Demands	<p>Range of medical equipment used:</p> <ul style="list-style-type: none"> <li>● Blood pressure sphygmometer</li> <li>● Blood glucose/ketone monitor</li> <li>● Thermometer</li> <li>● First aid equipment</li> <li>● Wheelchairs (pushing)</li> <li>● Stairlifts</li> <li>● Shower/toilet</li> <li>● Defibrillators</li> <li>● Peak flow meters</li> <li>● Adrenaline pen to administer emergency medicine (occasionally)</li> </ul> <p>Training in the use of an Epipen is received as part of first aid training. Administration of emergency medicine (e.g. diabetes, epilepsy, anaphylaxis).</p> <p>Specialist advice provided from RHSC.</p> <p>Some lifting of pupils (or their heavy bags) may be required for which they have received manual handling training.</p> <p>Input of pupil data into the school MIS(3SYS). On the job training is provided and often self learning is required.</p> <p>Carrying First Aid bags to/from a site/incident (e.g. PE).</p> <p>Defibrillators are available on the site, however these are designed to be used without training by anyone.</p> <p>Emotional demands on the job holder from handling sometimes distressing cases, high risk/stressful cases/incidents, difficult situations or conversations with parents. This requires time to reflect and sometimes seek additional guidance or support for self. Fast paced environment. Often complex cases present at the same time.</p> <p>Skills are developed during Nursing training (3 years) but developed further with on the job experience and the Nurses are always learning</p>

		new skills.
10	Work Environment	<p>All nurses work predominantly out of small medical bays in one of the School buildings, which contain medical supplies and equipment, medicines (including controlled medicines) a computer, radio, telephone and beds.</p> <p>Secure storage is provided for medicines and kits and pupil records, and the area must operate a clear desk policy.</p> <p>Pupil numbers can be high which adds pressure and demands on restricted spaces. Nurses have to triage and move customers around to make best use of space, maintaining privacy and confidentiality.</p> <p>Where support to school sport is being provided health care can be given at sports site( e.g. pitch, court, gym hall).</p> <p>Ensures first aid rooms such as Centre for Sport, Craighlockhart and Murray Pavilion are stocked.</p> <p>Storage space is limited and under increasing demand from legal requirements to store medical records for 7 years after leaving.</p> <p>Protective gloves are provided</p> <p>Sharps bins are provided in all medical room and are disposed of through MMP as per NHS Policy and guidelines.</p> <p>Yellow bins (for soiled clothes/contaminated waste) are in the medical rooms. Disposal of waste is managed by cleaning contractor (daily). Deep cleans are done to meet infection control guidelines.</p> <p>Handwashing facilities are available in all clinical areas.</p> <p>There are periods of lone working which can involve working under high pressure, handling multiple tasks at the same time and increases pressure.</p> <p>There are occasions where a School Nurse is expected to work alone. This could result in the Nurse not being able to take breaks for long periods.</p>
11	Pastoral Care and Welfare	<p>All visitors to the Medical Bay are requesting assistance and issues can be trivial/routine or complex/severe and relate to physical health or mental health.</p> <p>Medical Bay has been identified by Wellbeing Teams as being a safe place for pupils to come for urgent help. It is used as a holding place until the wellbeing team can meet them. High risk issues that can be presented include: pupils with suicidal thoughts, depression, overdose of medication, self harming, anxiety. After careful assessment post holder decides the course of action which could be:</p> <ol style="list-style-type: none"> <li>1. call to parent and referred catch up with wellbeing team</li> </ol>

		<ol style="list-style-type: none"> <li>2. hold position until Wellbeing Team can attend</li> <li>3. Urgent support needed</li> <li>4. 999 Emergency assistance</li> </ol> <p>School Nurses work very closely with Guidance Teams and Teachers and in collaboration with pupil, parent/guardian (if relevant), GP/Nurse Practitioner, assesses need and decides on care requirements. School Nurse draws uses their counselling skills and/or handles complex issues. Examples:</p> <ol style="list-style-type: none"> <li>1. Possible 'high' on drugs. Customer was seen by other boys, pupils dilated, missed classes</li> <li>2. Possible miscarriage, bleeding, pale, missed period, needed to be seen by ERI</li> <li>3. Overdose of medication, seen by Doctor at hospital.</li> </ol> <p>Wellbeing teams have adopted 3SYS as central, pastoral record and all pupil/parental interactions are recorded. The job holder completes these by following set procedures and protocols. These pupil records are GDPR compliant and ensure continuity of care. Front line staff, including the School Nurses, use this daily to keep up to date on any medical or mental health issues.</p> <p>In Senior School the Wellbeing Kiosk is a key source of information for the most vulnerable pupils in school. Timely completion is essential to ensure all key members of staff receive the information needed.</p> <p>School Nurses are fully trained in this aspect of the job via their professional nursing qualifications, on the job experience, courses, SCIS Nurses Conference, Far From Help.</p>
12	Team Development	<p>Role holders induct new nurses into the team, whether they are bank nurses, temporary or permanent members of staff.</p> <p>This involves training in the school processes, introduction to key staff, organising IT training.</p> <p>The Nursing and Midwifery Council requires revalidation every three years. This requires nurses to confirm they have practised for a minimum of 450 hours, have undertaken 35 hours of CPD which is documented, submit 5 pieces of practise related feedback, 5 written reflective accounts and a reflective discussion with another NMC registered nurse.</p> <p>Nurses are expected to identify areas of medical practice/nursing care that they require development in, that is relevant to the school environment and through either self study/research or formal training keep up to date with developments.</p> <p>Nurses are expected to share their knowledge with the team via Professional Learning sessions, sharing of training material, short briefings.</p>

		Nurses attend SCIS training courses, GWC Inservice Days, refer to training materials online
13	Teaching and Learning Support	<p>The role holder is expected to educate non nursing staff on a number of activities, health care for Trip Leaders, e.g. Anaphylaxis, use of the Defibrillators, management of diabetes and epilepsy.</p> <p>The Nurses take every opportunity to educate pupils in health care. In addition, School Nurses also deliver a range of health care education sessions to pupils, (e.g. Handwashing to Nursery, S2 Heartstart, P7 Mensuration, S6 Travel Health, Duke of Edinburgh (Epipens)).</p> <p>Some of this training material is written/designed by the Nurse, e.g. Handwashing, Mensuration. Heartstart is a national programme that we follow when delivering.</p>
14	Knowledge and Experience	<p>Qualifications as per Job Description, plus:</p> <ul style="list-style-type: none"> <li>• Understanding of School specific policies, (ability to safely administer medicines)</li> <li>• Attending SCIS Nurses Conference and sharing knowledge with others.</li> <li>• First Aid certificates require updating every 3 years.</li> <li>• Considerable previous experience in a nursing environment that clearly evidences the ability to evaluate the safety and effectiveness of clinical practice (i.e. the successful assessment and management of risk and needs) and appropriate continuing professional development</li> <li>• Ability to work both autonomously and collaboratively as part of a school wide nursing team</li> <li>• Excellent time management skills, with the ability to demonstrate previous, effective prioritisation of a complex workload</li> <li>• Demonstrable understanding of the accountability arising from the NMC Code of Professional Conduct</li> <li>• Demonstrable understanding of Child Protection regulations and requirements</li> <li>• Excellent oral and written communication skills, demonstrating the highest levels of sensitivity, diplomacy and confidentiality</li> <li>• Ability to use Microsoft packages/IT skills to successfully manage administration and support effective communication pathways</li> </ul>
Any other significant activities not included above?		

I agree that this job description and supplementary evidence gives an accurate description of this job – *for use in initial project and for re-grading request*

I have read and understand this job description and I am clear about what is expected of me in this job – *for use with new jobholders for induction and objective setting purposes*

Jobholder:

*Print Name*

*Signature*

*Date*

I verify that this job description and supplementary evidence gives an accurate description of this job – *for use in initial project and for re-grading request*

Line Manager:

*Print Name*

*Signature*

*Date*