



Westbourne  
House School  
CHICHESTER

## **JOB DESCRIPTION**

### **SCHOOL NURSE (RGN)**

- Responsible for:** The health and wellbeing of pupils under their care
- Consulting with:** School Nurse, Matrons, Head of Boarding and all Colleagues
- Reporting to:** Bursar and Clerk to the Governors

#### **Responsibilities of Position**

##### **Aim of post:**

Whilst on duty, you will work within the Nursing and Midwifery Council (NMC) guidelines and be responsible for the provision of a clinically effective, high quality service of care and first aid to all members of the school community. In addition, you will provide first aid to visitors to the school when required. You will develop all health care provided at Westbourne House School in line with recommended best practice guidelines from the Royal College of Nursing (RCN), Boarding Schools Association and ISI.

##### **Management:**

- Adhere to the Nursing & Midwifery Council (NMC) Code of Professional Conduct and be conversant with the Scope of professional practice.
- Be responsible for the smooth and efficient running of the Medical Centre when on duty and ensure that efficient systems and processes are in place.
- To liaise with the relevant member of staff (Head of Boarding/Pastoral team) regarding the care of students.
- Use evidence based practice to develop and maintain high quality care to pupils and members of the school community.
- Ensure that confidentiality is adhered to.
- Provide training to matrons / staff how to deliver day to day care for specific medical needs as required (diabetics, asthmatics, anaphylactics and epileptics).
- Attend weekly Staff Meetings if on duty.
- Attend Inset Days at the start of term and provide training to other staff, as required.
- In conjunction with the Bursar and HR Manager, organise first aid training and updates for school staff.
- Liaise with the appropriate staff and work closely with other members of the team to ensure seamless and continuous care.
- Liaise with the Headmaster, Deputy Head, Head of Boarding, and School Counsellor if necessary.

- Liaise with the school's designated Health and Safety Lead and attend relevant meetings.
- Produce the rota for the School Nurses on a termly basis to ensure cover is in place for core hours of the school day. Shift pattern to be agreed between the School Nurses.

#### **Daily responsibilities:**

- Organisation and running of clinics whilst on duty.
- Administration of non-prescription (homely) and prescription medication in accordance with the school policy.
- Referral to GP and other medical clinics as appropriate.
- Planning the health care of individual students with health needs (Health Care Plans), ensuring effective communication of advice to parents/guardians, relevant care professionals, local agencies and all relevant school staff.
- Assess, implement and evaluate in-patient care of pupils admitted to the Sick Bay within agreed levels of competence whilst on duty.
- Provision of first aid and emergency treatment as necessary at the School whilst on duty.
- Maintaining stock of all school first aid kits in school and ensure that these are brought to the Medical Centre by Staff at the beginning of each term to be checked and restocked.
- Provide first aid kits for School outings and provide advice to staff leading school trips regarding individual pupils and medication.
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- Provide a confidential health advice service as appropriate.
- Operate procedures for control of infectious diseases whilst on duty.
- Follow procedures for the correct safe disposal of clinical waste.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- Maintaining the Medical Centre stock and ensure a high standard of hygiene and tidiness is maintained.
- Always maintain confidentiality, where appropriate.
- To undertake those professional development courses deemed necessary, after discussion with the Bursar, for the better performance of the role and in order to remain registered with the NMC.

#### **Administrative:**

- Liaise with school office regarding pupil absence/pupils being sent home ill.
- Keep accurate documentation of all occurrences in each pupil's individual notes.
- Maintain records accurately, confidentially and safely to enable the rapid retrieval of information.
- Record dispensing of medication following current drug protocol.
- Update the school list of medical needs of pupils termly and provide information about these conditions to staff on a need to know basis.
- Update the school list of dietary requirements termly or more often as required and provide a copy to the kitchens and food tech staff.

- Ensure that medical and healthcare policies and procedures are up to date and in line with current best practice.
- Ensure that the school has appropriate policies and procedures for maintaining accurate and confidential medical records.
- Keep school staff informed of any relevant issues whilst observing the school's policy on confidentiality.
- Keep records of reported accidents and liaise with the Bursar if RIDDOR reportable.
- Be familiar with Westbourne House's policies and procedures on health and safety.
- Be aware of Westbourne House's Safeguarding Policy and liaise with the Designated Safeguarding Lead if necessary.

#### **Health Education:**

- Lead the medical team in planning and developing proactive health promotion throughout the school.
- Keep up to date with health promotion initiatives.
- Take part in the delivery of Personal Health and Social Education (PHSE) and to support teaching staff as appropriate.

#### **Generic:**

- Attend all statutory training that is required to work within a School.
- Be sympathetic to the school's aims and ethos.
- Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.
- Take part in the school appraisal system.
- Be aware of and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- All staff are to read the latest edition of Keeping Children Safe in Education (KCSIE) and sign the list in the office to confirm this has been read and understood.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from the Head to undertake work that is not specified in this job description.
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The duties and responsibilities of this post may vary from time to time and post holders may be expected to undertake other duties of a similar level/nature which is considered appropriate to the level of the post.

**Safeguarding**

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.