



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION School Nurse

Grade: Hours: Responsible to:	NJC Grade 22 FTE £33,699 – Actual Salary £26,355 Term-Time Only Monday to Friday 9.30am – 4.00pm inc. 30min unpaid lunch break – 32.5 hours p/week Assistant Headteacher (Pastoral & Safeguarding)
Job Purpose:	To lead the provision of nursing care, first aid, welfare and health information.
Key responsibilities of the role will be:	<p>Qualified nurse to provide:</p> <ul style="list-style-type: none"> • Medical care at the school & be the designated 'Lead First Aider' at the school. • Provide advice to students relating to their social, health and emotional development needs.
Provision of medical care	<ul style="list-style-type: none"> • Act as first responder for any accidents which require medical attention on school premises. • Treat pupils as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate. • Where necessary, arrange to get the pupil / person home safely or to alternative care e.g. the individual's GP or to hospital. • To undertake and oversee intimate care for students. • Administer medication in accordance with School policy. • Liaise with parents and staff on medical and mental health in accordance with School policy. • Ensure medical questionnaires and all relevant parental consent forms to administer or carry medicine etc. upon joining the school and at further agreed stages are obtained, retained and recorded.
Administration	<ul style="list-style-type: none"> • Maintain excellent records - all medical information kept updated and secure, both in hard copy and electronically. • A high priority is to be given to standard of presentation of all written communications, booklets and information sheets. • Document treatment, medication and any treatments administered through the use of 'Medical Tracker'. • Maintain up-to-date lists of pupils with severe allergies and holders of Epipens, asthmatics and other medical alerts, ensuring these lists are readily available to staff. • To oversee medical and first aid equipment; ensuring is maintained and re-stocked. • For every trip, visit or excursion off site with pupils, ensure that appropriate first aid kits and pupils' individual medical needs have been identified, assessed and discussed with the relevant staff accompanying the trip. • Ensure that any first aid given is recorded in a timely and accurate manner. • To produce PEEPs for relevant students. • Keep parents informed of any accident or incident involving their child, including any resultant treatment via Medical Tracker or verbally (depending on the type of injury in accordance with the KEVIHS First Aid Policy).

	<ul style="list-style-type: none"> • Ensure safe storage, usage and disposal of medical supplies and drugs, adhering to all expiry dates and replenishing as required. • Maintain first aid kits around the school and up-to-date lists of all staff with first aid training, identifying the need for refresher training, as required. • Implement health care plans where appropriate; provide support and training to staff for pupils in the classroom and in extra-curricular activities.
<i>Knowledge and Experience</i>	<ul style="list-style-type: none"> • Willingness to learn new skills and take additional training is very important. • A fully qualified and registered nurse with clinical experience in education or emergency care. • Ability to maintain and monitor high standards of care and keep detailed records.
Support for the School:	<ul style="list-style-type: none"> • When requested, provide first aid updates for staff. • As required, raise awareness of medical and health issues to pupils and staff via appropriate channels of communication. • Meet regularly with pastoral staff to provide effective pastoral care for all pupils, including attendance at weekly meeting. • Work with relevant staff to prepare for policy reviews where appropriate. • Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager. • To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff. • To be aware of and support differences to help ensure everyone has equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background. • To contribute to the school ethos, aims and development/improvement plan. • To work as part of a team, appreciating and supporting the role of other people within the team. • To attend and participate in meetings as required.
Resources:	<ul style="list-style-type: none"> • To ensure use of IT to full capacity in order to produce high quality documents. • To organise and present information for reports in a variety of formats.