

PONTARDDULAIS COMPREHENSIVE SCHOOL
ASSOCIATE STAFF JOB DESCRIPTION

POST TITLE: School Nurse

SALARY GRADE: Nurse Scale - Grade 6 (11 to 17) £21,748 - £24,491 (pro-rata)
(Actual salary £5,549 - £6,249)

HOURS: Two days a week: 9.00 a.m. – 2.45 p.m. – 15min break (11 hours)
Term time 39 weeks per annum

JOB PURPOSE:

Under the instruction/guidance of senior staff provide specialist support for pupils, parents and staff on nursing and health matters, and assist with the planning and development of school policies and procedures related to the post.

SCHOOL NURSE

Organisation

- Use specialist skills/training experience to support pupils and staff who are ill or injured in school or have a chronic life long illness/disability.
- To complete Risk Assessments for pupils with ALN and/or specific health related issues (Diabetes) and create and maintain Health Care Plans.
- To work closely with the Assistant Headteacher (Wellbeing), Additional Learning Needs Department (ALN) (including Team Around the Child (TAC) and Specialist Teaching Facility (STF) to monitor the needs of vulnerable pupils. To conduct a brief needs assessment and to administer basic first aid in emergency situations, contacting parents and the emergency services as appropriate.
- *In Extremis* to accompany pupils to hospital until parents arrive.
- To update pupil records (SIMS) with medical conditions and allergies etc.
- To liaise with the Catering Supervisor and Home Economics Teacher in relation to pupil food allergies.
- To undertake regular checks on eFSM pupils to ensure that they are accessing school meals and eating appropriately and liaising with Catering Staff.
- To keep own First Aid skills up to date and to organise other appropriate training for other members of staff e.g. epipens
- Supervise, train and develop staff as appropriate ensuring that certificates are updated when necessary and that there is appropriate curricular coverage.
- To comply with the HASAWA 1974 in maintaining a log of all incidents requiring intervention and to ensure completion and submission of accident/incident report forms to the LA when necessary.
- To co-ordinate the distribution, completion and return of all Health Authority survey/data forms.
- To organise and co-ordinate visits from Health Authority staff in relation to immunisation/skin tests, dental checks and medical examinations and to provide health related information for lessons and assemblies as appropriate.
- To ensure that First Aid kits are available in specialist classrooms, key areas around the school and for extra-curricular activities.
- To undertake checks on pupils going on school trips and to ensure that staff are made aware of any pupils with medical conditions. Provide appropriate First Aid kit.

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- To dispense prescribed medication including analgesia (oral medications, creams, lotion) etc.
- To organise safe and quick access to epipens and ensure all up to date.
- To arrange safe storage of medications and ensure that all are within date.
- To train staff in the Specialist Teaching Facility (STF) to perform Intermittent Self Catheterisation (ISC).
- To educate pupils on sexual health and treat sexual health problems using Frasier Guidelines.
- To discuss and treat and refer pupils with mental health problems.
- To maintain and keep an updated register of all mental health problems (pupils).
- Chronic illnesses – must have experience of asthma treatments, epilepsy and able to research other chronic illnesses and treat with evidence-based care.
- To be able to deal with parents' enquiries and fully inform parents/guardians of treatments/incidents.
- To ensure involvement with any child protection issues as a member of the Team Around the Child.
- Confidentiality to be maintained unless child protection involved and refer to appropriate staff.

Administration

- In line with the Corporate Health & Safety Policy and the Occupational Health & Well Being Policy to protect and promote the general health, safety and well-being of all staff.
- To ensure that all policies issued by the Corporate Health, Safety and Well Being Service are adopted and adhered to and updated.
- To work with Resources Manager in respect of monitoring of health surveillance of staff in line with the Corporate Programme for Health Surveillance.
- To undertake appropriate medical risk assessments as and when required in line with corporate policies.

Resources

- To monitor and manage a stock of Medical supplies within an agreed budget and ensure that school First Aid kits are regularly checked and restocked
- To provide appropriate advice and guidance to pupils, parents and staff as required.
- To undertake any necessary research and obtain information on health-related issues to inform decisions. All treatments and information are research and evidence based within NHS guidelines.

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure that all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

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- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the Assistant Headteacher Wellbeing, ALNCo, TAC Team to support achievement and progress of pupils.
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

General duties

- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school and LA Equal Opportunity Policy
- To undertake the Personal Health and Safety responsibilities with the HASAWA 1974
- To undertake any other duties as may be reasonably required commensurate with the level of the post, subject to negotiation.
- The employer retains the right to implement changes in job descriptions to reflect changes in the demands of the post, subject to negotiation.