

INSPIRATIONAL Box Hill School

JOB DESCRIPTION

Part Time School Nurse

(35 weeks per year plus 2 weeks non-term time)

The purpose of the Medical Centre is to provide a high-quality nursing service to the school community by working both proactively and reactively, and embracing new technologies as required. Delivering that quality of service requires an enthusiastic, harmonious, and mutually supportive team.

Role of the School Nurse within the team

To provide a clinically effective, high quality nursing care service for all members of the school community, recognising the vital inter-dependence of direct patient care with the associated administrative tasks, using electronic systems as required.

Responsible to

Managerial: Lead Nurse
Operations Manager

Professional: in matters of professional practice, to the Nursing and Midwifery Council (NMC)

1. Main Duties and Responsibilities

- 1.1 To adhere to the NMC Code of Professional Conduct and be conversant with the Scope of Professional Practice.
- 1.2 To use best practice to maintain a high quality of nursing care to the student community.

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- 1.3 To observe strict confidentiality on all matters relating to students, staff and information obtained during employment, unless safeguarding requires us to share it to ensure a young person's safety.
- 1.4 To contribute to appropriate development of policies and protocols as delegated by the Lead Nurse.
- 1.5 To contribute to the smooth and efficient day to day running of the medical centre.

2. Nursing

- 2.1 To run nurse-led drop-in clinics during medical centre opening times where students can receive friendly, empathetic, personalised treatment, support, and advice and to make accurate, contemporaneous electronic records.
- 2.2 To ensure welfare plans are developed and written for students requiring them, in liaison with students, parents and boarding house staff and shared appropriately.
- 2.3 To provide first aid, emergency care and treatment around the school campus. This necessitates the physical capability and stamina to mobilize at speed with appropriate equipment, to attend pitch side incidents, without endangering self or compromising the health and safety of students. (School campus is approx. 45 acres, the entrance to the sports field by the high ropes course is 115 meters from the medical centre and the various pitches are located beyond this).
- 2.4 To provide confidential guidance and health advice as appropriate for those requiring psychological support.
- 2.5 To follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- 2.6 To follow procedures for the control of infectious diseases and advise on outbreaks of communicable diseases, including hands-on care for those students in isolation.



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- 2.7 To follow procedures for the safe disposal of clinical waste.
- 2.8 To be aware of recommendations and maintain safe storage, usage and disposal of medical supplies and drugs.
- 2.9 To maintain treatment room stock, hygiene, and tidiness.
- 2.10 To organize Doctors' appointments, including advising students to attend and referring them as appropriate.
- 2.11 To arrange for boarders to attend any medical, dental, or other health appointments, as necessary.
- 2.12 To participate in the health status review of boarders on entry to the school.
- 2.13 To carry out pre-medicals and organize follow-up appointments where necessary, for new boarders.

3. Health Education

- 3.1 To promote good health practices throughout the school population.
- 3.2 To contribute to the provision of and access to a range of publicity materials on issues relating to students' health.
- 3.3 To keep up to date with current health promotion initiatives and to undertake training as appropriate.
- 3.4 To contribute to staff training on asthma and anaphylaxis, and other health issues as appropriate to the staffing of specific students (e.g., diabetes, epilepsy, and the management of other chronic conditions)

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4. Administrative

- 4.1 To keep nursing records to a high standard ensuring accuracy and confidentiality and enabling rapid retrieval of information as required.
- 4.2 To record the dispensing of drugs following drugs protocols.
- 4.3 To assist in medical centre audits as directed by Lead Nurse.
- 4.4 To adhere to general office procedures.

5. Health and Safety

- 5.1 To have responsibility for the health, safety and welfare of self and others in the working environment.
- 5.2 To follow safe working practice and always comply with the school's Health and Safety Policies and Procedures.
- 5.3.1 To keep accurate records of all reported accidents according to the designated system.
- 5.4 Inform the Lead Nurse and Chief Operating Officer of any concerns regarding health and safety and safe working practices.

6. Liaison

- 6.1 Work closely with nursing colleagues to ensure seamless continuity of care, including parents, academic and school office staff and other departments, as necessary.
- 6.2 Liaise with boarding house parents and other house staff.
- 6.3 Liaise with doctors, surgery staff and pharmacy as required.

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- 6.4 Liaise with appointments and admissions staff for consultants, orthodontics, dentists, and opticians.
- 6.5 Work with the School's Designated Safeguarding Lead (DSL) as required.
- 6.6 Liaise with other outside agencies as necessary, including specialist support.

7. Personal Skills and Attributes

- 7.1 Good communication and interpersonal skills, including an ability to build rapport, establishing good one to one relationships.
 - 7.2 Ability to work independently and to make decisions based on sound clinical judgement.
 - 7.3 Ability to also work enthusiastically and positively, as part of a small, closely-knit team, having respect for colleagues.
 - 7.4 To be flexible and adaptable in their approach to work, including the ability to handle change.
 - 7.5 To demonstrate acceptance of and compliance with the introduction of technological advances.
 - 7.6 Ability to write clear reports, paying attention to detail.
 - 7.7 To act in a professional manner as set down in the NMC Code.
 - 7.8 To further develop practice through continuing education that will benefit service delivery and meet NMC revalidation.
 - 7.9 Willing and able to participate fully in the day-to-day life of the school.
- **It is the posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact. It is the post holder's duty to adhere**

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to and always ensure compliance with the school's Safeguarding and Child Protection Policy. If while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or to the Headmaster.

- All job descriptions are subject to periodic review.

Signature of Post Holder: _____

Date: _____