# THORNTON PRIMARY SCHOOL

SCHOOL NURSE

Job Description

Name: Mrs Debbie Mian

**Job Purpose:**

To provide health care to students and emergency first aid to students, staff and visitors in order to

maximise attendance and student attainment.

To support and promote the School’s Healthy Schools status.

**Pay Scale:** Grade 4 SCP

**Duties and Responsibilities:**

* To be responsible for caring for pupils taken ill or injured at school, including examining with consent and supervising pupils, administering first aid, contacting parents and arranging for sick or injured pupils to be taken home or to hospital when necessary.
* To provide emergency first aid to pupils, staff and visitors.
* To liaise with relevant school staff concerning the discharge of pupils to home or hospital.
* To offer advice to pupils and parents on medical matters.
* To lead and participate in lessons and assemblies on health related issues.
* To administer medicine including injections as directed by GPs/parents and in line with the school policy on the management of medicines.
* To keep accurate records of pupils/staff attending the Medical Room.
* To be responsible for the Medical Room and security of pupils’ medication.
* To be responsible for First Aid boxes throughout the School, including regular monitoring and replenishing as necessary.
* To liaise with the Health Authority’s School Nurse and Dentist in relation to statutory health checks, including the distribution, collection and forwarding of parental consent cards and the issuing of up-to-date monthly form lists to the Health Authority. To arrange and attend medical examinations and immunisation programmes throughout the school.
* To liaise with the Health Authority’s School Nurse regarding medical problems.
* To liaise with outside agencies to organise health surveys and medical programmes.
* To support pupils on the Special Needs register with medical or physical needs, including relevant administration and record keeping.
* To work with the Attendance Officer on first day calls for absent pupils.
* To provide medical training to all staff when required.
* To set up parent workshops and offer advice on healthy lifestyles for pupils and parents.

**Supporting Healthy Lifestyles**

* To actively promote healthy lifestyles including healthy eating for students and staff, in liaison with other school staff.
* To contribute to the extra-curricular programme e.g. fitness, First Aid training.

**Other Duties**

* To advise the SLT on school medical policies and relevant Health and Safety issues.
* To liaise with the SLT regarding the completion of Accident Report forms.

**General**

* To perform other such duties as the Headteacher may from time to time determine
* This allocation of duties is subject to regular review.

**Safer Recruitment**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders will be expected to comply with a DBS check before confirmation of appointment.

**Signed………………………………………………………………………………………(Employee) Date……………………………….**

**Signed ………………………………………………………………………………………(Employer) Date……………………………….**

# Thornton Primary School

School Nurse – Person Specification

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | * Experience of working in a school as a school nurse | * Ability to use MIS system – training will be provided |
| **Personal Qualities** | * Sensitivity: Listens well and understands the needs and perspectives of other people. * Self-motivation – meets objectives on own initiatives; committed to continuous self-development * Teamwork: flexible, co-operative, collaborates well, with the ability to work alone and as part of a team. * Organisation: Systematic and efficient * Flexible and hard working * Willingness to offer basic training to staff and parents * Good communication skills –ability to convey the correct information to staff and parents using the correct method of communication. | * Knowledge of Microsoft packages to record and report incidents. |
| **Training/ Qualifications** | * Professional nursing qualification – registered nurse * Epi-pen training | * Paediatric First Aid qualification |
| **Other** | * Enhanced DBS Check * UK Right to work |  |
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