



JOB DESCRIPTION

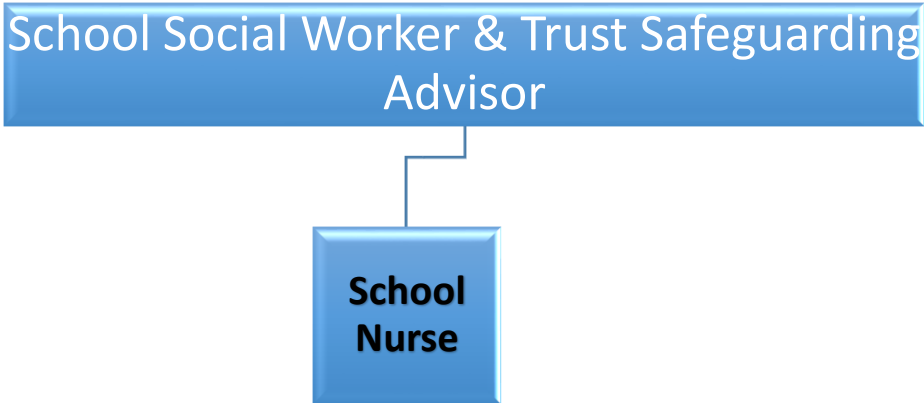


Job title:	SCHOOL NURSE		
Reports To:	School Social Worker & Trust Safeguarding Advisor	Grade:	8
1.	MAIN PURPOSE OF JOB To oversee the health care needs of students in the school.		
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:		
	i.	To promote the health and well-being of students in the school.	
	ii.	To manage the medical room and to provide appropriate treatment for illness and injuries for staff and students.	
	iii.	To ensure that the drugs, equipment and dressings in the medical room are in date and restocked as required.	
	iv.	To lead the identification of health needs and to coordinate and Develop individual health plans in conjunction with the SENCO.	
	v.	To deal with medical emergencies.	
	vi.	To refer health needs to specialist services or parents as appropriate.	
	vii.	To support First Aiders in providing health care in the school.	
	viii.	To oversee, manage and administer medications for students and the implementation of relevant health care plans.	
	ix.	To contribute to the school's health education programme	
	x.	To aid policy development and to carry out staff training relating to health care needs and in relation to administering medication.	
	xi.	To provide specialist advice on health care issues as required.	
	xii.	To work with external agencies to facilitate immunisation programmes and health screening as appropriate.	
	xiii.	To support the delivery of aspects of the Personal Development curriculum.	
	xiv.	To provide training and advice to staff on health related topics as required.	
	xv.	To liaise with exterior agencies and providers to ensure that students have access to health related services and information.	
	xvi.	To work with parents to enable them to support their sons and daughters health care needs.	
	xvii.	To take part in the induction arrangements for new students joining the School in respect of their medical needs.	
	xviii	To ensure that appropriate student medical records are kept up to Date and that these are stored securely.	
	xix	To prepare medical information and medications for school trips.	
	xxi	To contribute to the planning and implementation of health promotion programmes	
	xxiii	To identify vulnerable children and young people and promote their	

		welfare. Participating in multi-agency safeguarding procedures as appropriate to ensure children, young people and their families obtain appropriate help and support.
	xxiv	Take responsibility for personal and professional development, keeping up to-date through research, reading appropriate articles, reports etc. and through attendance at education sessions, courses and/or workshops.
3.	SUPERVISION / MANAGEMENT OF PEOPLE None. <ul style="list-style-type: none"> • No. Reporting: 0 • Direct: 0 	
4.	CREATIVITY & INNOVATION <ul style="list-style-type: none"> • Will be required to deal with new and challenging situations as they arise. • Will follow established procedures and practices where these exist and interpret legal guidelines. • Use initiative in proposing changes to working practices and/or processes for own and department's work. • Continually assessing work, improving systems as necessary. • Ability to give high quality advice appropriate for individual students and also to seek information from students and parents. 	
5.	CONTACTS & RELATIONSHIPS <ul style="list-style-type: none"> • Will have regular contact with SLT, First Aiders, key support and teaching staff, students and parents and key external agencies. • Will be required to give specialist advice and give and receive information; a confident, calm and firm manner may be required. • Will be required to maintain confidentiality • Will require diplomacy and tact when resolving contentious issues. • The post-holder will also work with other outside agencies (health services etc.) as required. Safeguarding team to communicate clinical and safeguarding information relating to children, young people and families and to escalate concerns and receive help where appropriate. The post holder will be expected to work within the remit of national and local policy and procedure. • Other appropriate City of York Council employees, including Children's Social Care • Local Area Teams 	
6.	DECISIONS – discretion & consequences <ul style="list-style-type: none"> • The decisions taken in this role will directly impact upon the health outcomes and wellbeing of the children and young people, their families • The post holder will receive support and guidance from their manager but will make operational decisions to perform their tasks on a daily basis • Deciding on the nature of injuries/ illnesses and treating as required, referring to specialist provision or to parental care as appropriate. 	

	<ul style="list-style-type: none"> • Uses expertise when giving advice to students, staff, parents and external agencies, as appropriate, to maintain student health and well-being. • Management / prioritisation of own workload and of that of others, delegating work as appropriate. • Problem solving, giving advice and seeking information. • Working without close supervision and dealing with issues which will not be subject to established procedures, practices and routines. • Use judgement to design, develop and implement modification / variations to processes and working arrangements, to improve the quality of the work of the team. • Uses discretion when responding to enquiries so as not to commit any breaches of confidentiality. • The role the jobholder undertakes can have a significant effect on student health and safety and the morale and efficiency of the operation of the school and the service it provides.
7.	<p>RESOURCES – financial & equipment (Not budget, and not including desktop equipment.) Description (Value)</p> <ul style="list-style-type: none"> • Normal office equipment.
8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work Demands</p> <ul style="list-style-type: none"> • The post holder works to both planned and reactive work throughout the year to meet demands of the team. Work is often unpredictable. Required to work to respond to immediate student health care needs, to manage the availability and use of medication by students and to give timely advice when requested by staff, students and parents. • The jobholder works to tight timescales and deals with conflicting demands, priorities and takes appropriate action to remedy issues as they arise. Effective caseload management is required and the post holder will be responsible for escalating concerns. The post holder must maintain the confidentiality of information about patients, staff and CYC business in accordance with the Data Protection Act 1998 and Caldicott principles. <p>Physical Demands</p> <ul style="list-style-type: none"> • This role is largely office bound but may involve travel across the school site and may sometimes involves visiting other agencies and organisations. • May involve pushing wheelchair bound students where injury requires this.

	<p>Working Conditions</p> <ul style="list-style-type: none"> • Normal office environment. <p>Work Context</p> <ul style="list-style-type: none"> • Due to the nature of the service the post holder may have to respond to and manage distressing and difficult telephone and face-to-face conversations, also providing support to other staff during emotionally distressing situations. • The post holder will operate in accordance with MAT procedures for example the health and safety policy, equalities policy and HR policies. • The post holder must have robust understanding of information sharing and guidance consent relating to children and adults. • Given the nature of the focus of this role, the work can be emotionally challenging and will require an ability to demonstrate emotional resilience and a willingness to identify and seek support to manage emotionally difficult situations and to keep safe. Concerns around the welfare of a child, young person or their family should be escalated following Safeguarding policies and procedures. • There may be a risk of abuse from some pupils / parents and a risk from contagious illnesses.
9.	<p>KNOWLEDGE & SKILLS</p> <ul style="list-style-type: none"> • Registered Nurse or Midwife on part 1 of the Nursing and Midwifery Council (NMC) register. • Hold part 3 NMC registration (Specialist Community Public Health Nurse - School Nurse) DESIRABLE • Ability to manage a defined caseload. • Evidence of continuous professional development. • Willing to undertake further training as required. • Proficient in use of IT • Ability to produce clear written reports and deliver effectively to a wide audience • Ability to manage changing priorities and have a positive approach to change. • Ability to work effectively within a team but also independently. • Knowledge and understanding of Information Governance, professional record keeping requirements, confidentiality and consent • Demonstrable experience of working with children, young people and families. • Self-motivated, proactive and innovative

	<ul style="list-style-type: none"> • Strong commitment to safeguarding and promoting the welfare of children and young people • Understanding of SEND and child protection issues. • Understanding of attachment theory and strong mental health knowledge • Must have a current, valid driving license and access to a vehicle for business purposes. 		
10.	Position of Job in Organisation Structure <div style="text-align: center; margin-top: 20px;">  <pre> graph TD A[School Social Worker & Trust Safeguarding Advisor] --> B[School Nurse] </pre> </div>		
Job Description agreed by:	Name:	Signature:	Date:
Job Holder			