

# **ABBAY CHRISTIAN BROTHERS' GRAMMAR SCHOOL**

## **JOB DESCRIPTION**

**For**

**Position of School Nurse**



## **The Nursing Role**

The person appointed to this role will attend to pupils taken ill at school and give first-aid to those suffering injury. In addition(s) he will manage and administer student medication, contribute to Health Education initiatives and liaise with Health Trust personnel engaged in immunisation programmes.

### **Facets of the Role**

The person appointed will:-

- Manage the sick-bay and ensure that stocks of consumables are adequate and that equipment is in good working order and ready for use.
- Ensure that pupils who are admitted to the sick-bay are regularly checked whilst there and if needs be, that arrangements are made with parents or guardian to have a sick child collected early from school.
- If circumstances dictate, escort an unwell or injured pupil to hospital and remain with the child until his parent or guardian arrives.
- Administer first-aid treatment to any pupil or staff member in such need.
- Draw up a report of any accident involving a pupil or member of staff on school premises and retain on file. Enter into correspondence with insurance companies, if required.
- Refresh first-aid skills by attending an appropriate refresher course at least once every three years.
- Ensure that all first-aid boxes around the school are adequately stocked and ready-for-use.
- Contribute to Health Education initiatives as they might arise from time to time.
- Support the work of the PSHE department in areas which have health implications, e.g. Substance Misuse, Relationships and Sexuality.
- Assist where required with the distribution of lateral flow testing, track and tracing of potential cases etc within the school for the duration of the pandemic.
- Administer according to parental instruction, medications which pupils must take in the course of the school day.
- Ensure that all medical records are updated and maintained on the school data base system, SIMS.
- Part of the role will involve being part of the pastoral care team within the school to provide insight into pupils where necessary and provide support if and when needed.
- Acquire a working knowledge of relevant school policies such as, Pastoral Care, Child Protection, Bullying, Substance Misuse, Discipline, Management of Critical Incidents, Health and Safety.
- Be prepared to develop on an ongoing basis one's own counselling expertise and skills.

### **Skills, Experience and Qualifications**

The person appointed will have:

#### **Essential:**

- Appropriate and up to date first-aid qualifications
- Experience of working with young people for a minimum of two years
- The ability to discern, in consultation with their immediate supervisor, when to extend confidentiality to appropriate others

- Have a clean driving licence and the use of a car.

**Desirable:**

- Appropriate nursing qualifications
- A counselling qualification

**Confines and Management of the Role**

The person appointed will:-

- Work under the direct supervision of a member of Senior Management
- Work within the confines of appropriate confidentiality
- Maintain secure records of visits to the sick-bay due to accidents and other causes.

Provide for the Headmaster and Board of Governors an annual report evaluating the nursing s  
In addition to facilitating individual students and groups in resolving problems and issues.

**Working pattern:**

The position is a term time (based on pupil attendance days) working on Wednesday,  
Thursday Friday, the hours of work are from 9am to 4pm each day.  
The salary for this post is £11,885