



## **Avon House School - Job Description School Nurse**

**Responsible to:** The Head Teacher, Senco

**Individual Responsibilities:** To lead on the medical needs of pupils and staff, co-ordinate first aid and arrange first aid training for staff

### **Professional Conduct**

You must have proper and professional regard for the ethos, policies and practices of our school and maintain high standards in your own attendance and punctuality.

You must have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

At Avon House we expect each other to uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate and to the school's professional standards, having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions of showing tolerance of and respect for the rights of others, of not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs, of ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

### **Safeguarding Responsibilities**

- To promote and safeguard the welfare of children and young persons with regard to safeguarding procedures.
- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in activities elsewhere.
- To support in the provision of high quality care and education for the children in the school; to fulfil legal and statutory requirements.
- To implement all school policies and procedures, and report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the main teaching staff.
- To comply with all school policies - particularly those on Safeguarding, Health and Safety, Acceptable Use, Confidentiality and Data Protection.



## **Welfare Responsibilities**

- To ensure the best possible medical care for the pupils and staff on a day to day basis and on an immediate and emergency basis.
- To support the mental health and well-being of the pupils.
- To treat pupils as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate.
- To be responsible for health-related policies and procedures.
- Where necessary to arrange to get pupils or staff home safely.
- To provide support and advice to staff and parents as required on matters such as PSHEE and nutrition.
- To arrange first aid training for all staff.
- To work with the Health and Safety Officer on aspects of health & safety.
- To administer medication according to the school policy, including to staff when required.
- To liaise with staff and parents in accordance with school policies on mental health.
- To be a trained Designated Safeguarding Lead (Deputy DSL) to work in consultation with the DSL.

## **Knowledge and Understanding**

- To attend to illnesses and medical emergencies that arise.
- To ensure safe storage, usage and disposal of medical supplies and drugs.
- To administer first aid to pupils and staff as necessary, throughout the day including break times.
- To arrange training for First Aiders and to ensure any external qualification of staff is kept up to date (including INSET training for staff, e.g. in the use of Epi-pen). To ensure pupils and staff are fully aware of the safety surrounding the Epi-pen.
- To ensure accurate records of medical needs and dietary requirements are kept on the School management information system, iSAMS, and liaise with parents if further information is required
- Timely maintenance of pupil files, medical records.
- To provide and service first aid kits throughout the School and for school trips, sports events, holiday clubs, etc.
- To ensure the defibrillator is checked regularly.
- To keep records of treatment administered and for accident reporting, including notification as necessary to HSE and other authorities.
- To create and update pupils' medical details in the School's database, to keep records of allergies and other specific medical conditions and to communicate these as necessary to staff.
- To help organise immunisation programmes such as the Intranasal Flu vaccine
- To keep the medical room in good order and to maintain medical stores and equipment.
- To control, record and administer drugs and to oversee storage and application of pupils' medicines.
- To produce personal healthcare plans for pupils with more serious conditions such as epilepsy, anaphylaxis, etc.
- To work closely with safeguarding needs and be a key member of the School's Pastoral Team.



### **Educational and Pastoral**

- To support the Head of PSHEE as required in delivering the SRE curriculum and working in partnership with other teaching staff; in particular, deliver a programme of sex education for children in Years 5 and 6.
- To promote healthy eating and education about diet and nutrition.
- To participate in pastoral care meetings.
- In conjunction with the Health and Safety Officer, to construct, maintain and update policies and procedures with regard to child health and welfare, including responsibility for communication and raising concerns re compliance that arise with the SLT.

### **General Responsibilities**

- To attend weekly staff briefings and department meetings when requested.
- To attend and contribute to staff meetings, Open Day and other such School functions as may be required in line with school policy.
- To have lunch with a class on a daily basis.
- To set a good example in terms of personal presentation, speech, attendance and punctuality.
- To undertake such training as may be reasonably required by the school.
- To fulfil professional responsibilities by making a positive contribution to the wider life and ethos of the school.
- To contribute to the provision of activities to support the extra-curricular programme of the school.
- To accompany pupils on trips away from the school. This includes educational day and residential visits.

**Signed:** .....

**Date:** .....

\*where applicable