



Core Purpose

To be responsible for the health and welfare of students and provide first aid cover to facilitate attendance at school for all students, including those with specific medical needs.

Accountable to: Deputy Headmaster

The main duties and responsibilities of this role are described below:

- Providing for students who present as unwell or injured and communicating medical concerns to parents/carers and staff
- Having oversight of students' first aid and medical needs
- Maintain treatment room stock, hygiene and tidiness of room and equipment, ensuring correct waste disposal
- Inputting and maintaining health care records and care plans
- Completing risk assessments for students with medical conditions
- Arranging and organising all student immunisation sessions
- Liaising with outside agencies, specialist nurses and school health
- Recording treatment or medication given, according to the school policy
- Reporting student and staff accidents observing Riddor regulations
- Ensuring school medical records are accurate
- Assisting in recording student medical details and absence in SIMs
- Ensuring safe storage of medicines and administering medication to students as per guidelines
- Regularly checking stock and defibrillators and replenishing first aid kits around the school site
- Providing first aid kits and medical information for school trips and activities
- Maintaining confidentiality in respect to medical matters and follow procedures in line with the Child Protection Policy
- Escorting students to hospital, if necessary.
- Attending training courses to update knowledge and skills in line with professional medical practice
- Providing medical cover for school events eg Sports Day, Open Day
- Assisting in organising staff training on medical issues and maintaining list of First Aid trained staff

Common to all staff job descriptions

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.



School Nurse - Job Description

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal process.
- Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is by no means exhaustive; our expectation is that the postholder will continuously seek to further the effective performance and development of the school, its students, staff and community.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.