

SCHOOL NURSE

OVERVIEW

The primary role of the School Nurse is to manage the health care of the students of the School and attend to specified, related administrative tasks. The School nurse is responsible for maintaining programs which protect and promote the health and wellbeing of the School community.

1. KEY RELATIONSHIPS

The School Nurse is ultimately responsible to the Principal. They report to the Deputy Principal Students and Campus Life (DP).

2. RESPONSIBILITIES

2.1 Promote and protect the optimal health status of students:

- develop and maintain policies, procedures and standards for health care
- monitor the health status of the School population
- provide first aid care and access to medically prescribed services
- liaise with relevant health professionals, parents and Teaching staff as required.
- provide health education to students in collaboration with PDHPE and Wellbeing staff

2.2 Develop and implement health care and plans:

- monitor and implement student medication and health plans ensuring these are regularly updated
- produce and publish annual information and management plans for students with Anaphylaxis, Diabetes, Epilepsy, other needs
- liaise with parents/families of children with health issues at the start of each year, and ongoingly as required. Liaise with new families to oversee management of health issues
- monitor students with health needs and those at risk

2.3 Promote and assist in the control of communicable diseases through preventative immunisation programs, early detection, surveillance and reporting of contagious diseases:

- promote immunisation in the school population
- coordinate student vaccinations with NSW health

- coordinate Flu vaccination programs for staff.
- actively promote hygiene practices across the School
- organise health screening as required eg sight/hearing
- write regular updates to parents and staff about health related matters

2.4 Act as a resource person for staff:

- ensure that the availability of the Nurse and relevant first aid personnel is communicated to staff (e.g offsite camps)
- maintain first aid kits for school events and activities
- organising and delivering Senior First Aid and First Aid Refresher training to staff, and maintain a register of trained staff in conjunction with HR
- provide information or training for staff and/or parents, as required

2.5 Comply with legislative and School policy requirements:

- participate in WHS meetings and address risk management committee requirements
- organise the tracking and maintenance of medical equipment and first aid supplies at various locations throughout the School
- health supervision/support of staff returning to work after injury, in consultation with Director of HR
- provide active support in School emergencies, as required



2.6 Assume responsibility for the operation and management of the Health Centre:

- provide first aid care for unwell and/or injured students
- maintain the Health Clinic as an organised, well-resourced and welcoming space
- ensure confidentiality and privacy are maintained at all times
- maintain current student medical records and provide statistical records regarding illness/injury
- conduct an annual health records audit.
- organise admissions to the Health Centre in accordance with school policy and procedures
- inform parents and key School personnel of accident or illness of students and arrange transfers home as required
- administer of medication to students in accordance with school policy and procedures
- ensure the DP is promptly and fully informed of student issues, and meet regularly with DP to review student health and well-being issues

- 4.2 have well-developed IT, written and verbal communication skills
- 4.3 have thorough knowledge of current nursing practices and techniques
- 4.4 have well-developed IT, written and verbal communication skills
- 4.5 be able to keep accurate records
- 4.6 have the ability to learn new skills and processes
- 4.7 interact sensitively with students, families and staff
- 4.8 have the ability and initiative to work independently and as part of a team
- 4.9 be highly organised with strong attention to detail

2.7 Maintain a professional image of the School

to all stakeholders, dealing with enquiries via phone, email or in person in a professional, approachable and timely fashion.

3. QUALIFICATIONS AND EXPERIENCE

The School Nurse will:

- 3.1 hold current registration with AHPRA and NMBA as Registered Nurse able to practise in NSW
- 3.2 hold a current Senior First Aid and CPR certificate
- 3.3 be trained in Anaphylaxis and Asthma management
- 3.4 have a current Working with Children check
- 3.5 provide evidence of participation in ongoing nursing and interdisciplinary educational activities

4. PERSONAL ATTRIBUTES

To succeed in this portfolio you will:

- 4.1 have thorough knowledge of current nursing practices and techniques

