

JOB DESCRIPTION

POST

School Nurse at St. Martin's School (with option to redeploy to other school/college as deemed appropriate)

HOURS

Term Time (timings TBC)

ACCOUNTABLE TO

The nurses, midwifery and health visitors board, Gibraltar (NRB)

RESPONSIBLE TO

Department of education St Martin's School, Headteacher.

MINIMUM QUALIFICATION

Level 1 Registered Nurse

OUTLINE OF MAIN DUTIES & RESPONSIBILITIES.

- Plan and organise individual work schedule in consultation with Head Teacher.
- Actively engage with multiagency and multidisciplinary teams.
- Carry out nursing procedures and treatments as required.
- Provide health assessments and refer to the multidisciplinary team as required.
- Advise family and carers on health promotion and prevention strategies.
- Ensure high standards of professional care and practice based on individual health needs in line with best practice.
- Maintain and update all pupil records and documentation in line with NRB/Local policy and/or guidelines.
- Manage and administer medication in line with School Medication Management Policy.
- Recognise situations that may be detrimental to health and wellbeing of pupils and act accordingly.

- Assess, plan, implement and evaluate pupil care plans ensuring continuity of care.
- Maintain confidentiality at all times.
- Comply with NRB Professional Code of Conduct.
- Actively facilitate and promote optimum standards of care.
- Actively liaise with Public Health colleagues in the development of surveillance and strategic health plans.
- Any other duties deemed necessary to promote the health and wellbeing of the pupils.

SPECIFIC DUTIES & RESPONSIBILITIES (St. Martin's).

- Receive pupils in the morning to establish their well-being baseline and liaise with transport staff and parents/carers on any changes in care or medication requirements.
- Provide basic healthcare to students in case of injury or acute illness.
- Administer medications as prescribed and provide treatments when required.
- Compliance with the Medication Management Policy.
- To assist at morning drinks time with pupils who have feeding difficulties and help classroom assistants with the pupil's personal hygiene.
- To accompany pupils to external medical/dental appointments when parents are unavailable or unable to take their child (as staffing levels allow).
- To ensure medications are in-date and that medical equipment is in good working order.
- To deal in school with medical emergencies as they occur and to transport appropriately when necessary.
- To help feed children with feeding difficulties and administer lunchtime medications. To check that lunch time diet is appropriate for each child.
- To keep a monthly record of the weight and height of all children within the school.
- To maintain accurate records on all medical issues within the school.
- To maintain the stock and medical supplies in the Nursing Station.
- To make sure the school environment is safe and conducive to good health for the children and to advise the Head Teacher of any concerns.

- Collaborate with external health care professionals/providers as necessary.
- To provide nursing cover during in-house hydrotherapy sessions.

MANAGEMENT

- Demonstrate flexibility in working practice.
- The appointed school nurse can be redeployed to other schools/college as deemed appropriate by the Advisory Team.
- Ability to initiate own work load.
- Ensure the policy on safe keeping of Pupils medications is adhered to as per department policy.
- Organise regular Medical Reviews held in school, involving the Multi-Disciplinary Team follow up on any relevant outcomes.
- Coordinate and assist Health Screening programmes.
- Where appropriate consult with Head Teacher, Health Care and Public health professionals and Social Services with regard to issues that compromise pupils health and wellbeing.

HEALTH AND SAFETY

- Maintain a safe and pleasant physical environment for both pupils and Staff.
- Maintain high standards of hygiene in the school.
- Attend in service training as and when required, and to assist in the implementation of new policies.

EDUCATION

- Assist in training and supervision of Staff and Student Nurses.
- Assist in making the school a safe learning environment for Students Volunteers, and Supply Staff.
- Promote research based practice.
- Monitor and report to progress of Student Nurses to Nurse Training School, and to Head Teacher.

PROFESSIONAL DEVELOPMENT

- Maintain up to date registration with NRB (essential).
- Maintain a programme of self-professional development (individual responsibility facilitated by Advisory Team).

RISK MANAGEMENT

- All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested, to cooperate with any investigations.

SUMMARY of ROLE.

- Provide basic healthcare to students in case of injury or acute illness.
- Develop care plans for students with chronic illnesses and disabilities.
- Educate students and staff on healthy habits, such as proper nutrition and hygiene.
- Actively engage with Public Health and Child Welfare colleagues and maintain a record of pupil's vaccination status.
- Update pupils medical record.
- Ensure school environment is safe for children and school staff.
- Write referrals for Paediatricians and other health specialists.
- Be actively involved in a CPD programme which covers the specific needs of the role.
- Develop in collaboration with health care colleagues, protocols, policies and guidelines specific to the school environment that ensure student safety.
- Maintain registration locally with the NRB.
- Ensure compliance with Code of Professional Conduct and professional standards generally.

PERSON SPECIFICATION – SCHOOL NURSE

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	<ul style="list-style-type: none"> • Level 1 Registered Nurse as verified by the local Nurses, Midwives and Health Visitors Registration Board (NRB). 	<ul style="list-style-type: none"> • Registered Sick Children Nurse • Specialist Community Public Health Nursing - School Nursing
Experience:		<ul style="list-style-type: none"> • Sustained practice in pediatric and/or young adult settings. • Minimum of three years' experience in general nursing and evidence of operating within dynamic, multidisciplinary teams. • Experience of working with children and/or young adults with a wide range of special educational needs and disabilities (SEND)
Knowledge:	<ul style="list-style-type: none"> • Wide knowledge and understanding of common syndromes, conditions and disorders affecting children and young people 	<ul style="list-style-type: none"> • A willingness to develop an evolving understanding of student care needs specific to the school context to support teaching and learning objectives.
Key Skills and behaviors:	<ul style="list-style-type: none"> • High ethical standards, both personally and professionally, demonstrating integrity, reliability and trustworthiness. • Sensitivity to the needs of children, young people and their families. • Ability to plan, prioritise and manage complex workload effectively. • Ability to work both independently and as part of a team, contributing effectively to the health and wellbeing of children and/or young people. • Ability to engage, communicate and work in partnership effectively, with children and young people, carers and other professionals. • Ability to form effective working relationships with adults, other agencies and key personnel. • Good standard of spoken and written English. 	<ul style="list-style-type: none"> • Ability to speak both English and Spanish. • Ability to demonstrate competence in core IT skills. • Commitment to ongoing professional development. • Ability to deliver training to a variety of audiences on health related issues, such a nutrition, hygiene and prevention of communicable diseases.

	<ul style="list-style-type: none"> • Ability to write and maintain clear records e.g. medical history, care plans, referrals to external health professionals. 	
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Other Requirements:	<ul style="list-style-type: none"> • Full criminal records clearance. • Willingness to maintain excellent standards of professional practice so as to ensure compliance with the Code of Professional Conduct and professional standards generally. • Be highly committed to continuing professional development so as to maintain registration locally with the NRB. • Willingness to undertake essential administrative duties pertaining to the job including in collaboration with colleagues, developing protocols, policies and guidelines specific to the school environment that ensure student safety. • Willingness to engage and provide advice regarding health related issues to parents, carers and other professionals. • Willingness to work throughout the school system in any appropriate setting. • Provide nursing support during in-house hydrotherapy sessions. 	