

WINDLESHAM HOUSE SCHOOL

JOB DESCRIPTION – SCHOOL NURSE

Schedule A

Post: School Nurse
Department: Medical Centre
Prepared by: Bursar
Date Prepared: April 2021



Windlesham House School, set in 60 acres on the West Sussex South Downs, is one of the country's leading IAPS co-educational day & boarding prep schools for children aged 4 to 13.

1. Purpose:

At Windlesham, the role of the Medical Centre is crucial in helping the children and their parents to settle and be happy whilst the children are at School. The Medical Staff are in an ideal position to get to know the children in their care very well indeed.

It is important to be always on the lookout for changes in children's behaviour such as withdrawn rather than outgoing, sudden aggressive traits which emerge, less care taken with physical appearance, perhaps physical changes such as unexplained bruises.

This type of information can be very useful and can contribute towards the building of a total picture when children are facing problems. The younger children and maybe older ones too, will use the Medical Centre as a 'refuge' and a place to get TLC as well as treatment for ailments and this should be considered by Medical Centre Staff to be part of the service.

2. Responsible To:

The School Nurse reports to the Head School Nurse.

3. Organisational Arrangements:

The Medical Centre is open 06.30 -22.00 Monday – Saturday. 08:00 to 10:00 and 19.00 – 21.00 Sunday, for the times the children are in school (approximately 34 weeks per year, excluding half terms).

The Staffing of the Medical Centre is normally:

- 1 Full-time Registered Nurse - Head School Nurse (Head of Department).
- 3 Part-time Registered Nurses who work day shifts including weekends.

The Head School Nurse has the primary duty and reasonability to oversee the children's daily morning and evening medications and attend the weekly Doctor's Surgery and shares all other duties in whatever way enables the service to be delivered.

4. Medical Centre – Department Responsibilities

- Care for the health and well-being of all children and mindful of, and in compliance with at all times, the School's Child Protection Policy Statement.
- Implement treatment and assess when referral is necessary.
- Provide First Aid Care to all members of the School Community and visitors, including other children, staff and supporters visiting the School for any purpose.

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- Keep the Head, or in his absence the Deputy Head, Pastoral head and the Bursar fully informed about developments in the Medical Centre.
- Be on duty when there are any children on-site at the beginning and end of term.
- Ensure that children are taken to Outpatient appointments and Casualty by a responsible member of Staff.
- Organise and monitor the appointments for children to Doctors, Dentists and other Clinics.
- Liaise with the School's health advisers and where appropriate, Social Services.
- Maintain medical records accurately, confidentially and safely at all times and observe the requirements of the Data Protection Act in so far as they may apply to the Medical Centre.
- Keep records of all accidents and report to RIDDOR as necessary.
- Record dispensing of drugs following drug protocols.
- Notify parents/legal guardians immediately about their child's health if there is cause for concern.
- Be available to talk to parents who may wish to discuss matters relating to their child's health, particularly when they are in school Saturday (12 noon) and Sunday (7.00 pm).
- Attend the weekly and as necessary, other Houseparent Meetings.
- Maintain stocks of the necessary stores, good order and cleanliness in the Medical Centre.
- Hold Departmental meetings on a regular basis, maintain minutes of such, keep Staff informed, and provide opportunities for discussion on Departmental issues and objectives.
- Be aware of, and carry out all tasks and duties in accordance with Health and Safety requirements and best medical and nursing practice.
- Prepare for and hold regular meetings with the Head, Deputy Head and Bursar.

5. School Nurse – Post Holders' Responsibilities

- To care for the health and well-being of all pupils.
- To implement treatment and assess when referral is necessary.
- When on duty to keep the Head, or in his absence, the Deputy Head and the Houseparent's/Tutors fully informed about any developments in the children's health.
- To be on duty when there are any children on site at the beginning and end of term and in any emergency.
- To help ensure that children are taken to outpatient's appointments and Casualty by responsible members of staff and to monitor these appointments. If a child is taken to hospital and it is deemed necessary for them to stay for a prolonged period ie overnight, you may be asked to attend them for a reasonable amount of time until they are settled or their parents/guardians make other arrangements.
- To keep all records up to date maintaining them accurately, confidentially and safely and at all times observe the requirements of The Data Protection Act.
- To notify parents immediately about their child's health if there is cause for concern.

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- To be available to talk to parents who may wish to discuss matters relating to their child's health, particularly when they are in school at the weekends.
- To answer the School and Medical Centre telephones when necessary.
- To attend the weekly staff meeting and meetings for, nursing staff and senior matrons when required to do so by Senior Sister.
- To inform Head School Nurse when medical supplies need re ordering and maintain good order and cleanliness in the Medical Centre and Surgery areas.
- To carryout immunizations under the direction of the Head School Nurse and School's Medical Officer.
- To communicate electronically School/medical issues. These must only be sent and received using the Medical Centre email. The Medical Centre must only be accessed remotely by the Head Nurse.
- Report all accidents on the WHS accident database and report to RIDDOR as necessary.
- Record dispensing of drugs following departmental protocols and Homely Remedy policies. Safe storage, usage and disposal of medical supplies and drugs.
- Be aware of, and carryout all tasks and duties in accordance with Health and Safety requirements and best medical and nursing practice.
- Assist with child surveillance, carrying out programmes in conjunction with the rest of the nursing/medical team.
- Operate procedures for infection control and safe disposal of clinical waste.
- Maintain treatment room stock, hygiene and cleanliness.
- Assist in promoting health education throughout the school and taking part in the delivery of PHSE, if required.
- Adhere to the School's Child Protection Policies.

6. Personal Qualifications:

- Professional nursing qualification – Registered Nurse.
- First Aid Certificate.
- A willingness to undertake training in relevant areas of medical care.
- Clear communication skills, both oral and written.
- Sensitivity – listens well and understands the needs of others.
- Self-motivation – meets objectives on own initiative.
- Teamwork – flexible, co-operative, helpful, self-aware, collaborates well, ability to work alone or as part of a team.
- Good organisational & computer keyboard skills.
- Responsive to change.

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- Physically able to undertake all the physical requirements of the post and use equipment, according to Health & Safety guidelines.

7. Hours of Work:

Sundays - 8:30 to 10:30

Mondays – 13:30 to 21:30

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This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead or to the Headmaster (if different).