



SCHOOL NURSE

JOB DESCRIPTION

The role of the School Nurse is pivotal to the day to day running of St Piran's School, working in partnership with the Headmaster to create an environment that promotes the health and wellbeing of the pupils and staff. This post covers a broad field of requirements including Deputy Designated Safeguarding Lead.

Line Manager: Headmaster

Hours of work: Wednesday 11.30am to 5.15pm; Thursday and Friday 8.00am to 5.15pm. There will be occasions on a Wednesday morning at the beginning of each term when you will need to do extra hours in the morning and you will be paid overtime.

Duties and responsibilities:

Areas of specific responsibilities

1. Medical:

- To administer medication as authorised by parents and guardians.
- Recording all treatments and medication given with dosage and timings.
- To administer first aid as and when required, to all users of the site during working hours.
- To keep pupils' families informed of their children's health and wellbeing in school.
- To liaise with relevant teaching staff of pupil illnesses within the school day
- To oversee dietary needs of pupils and liaise closely with the catering department with regard to any changes.
- To record children's accidents in their personal files.
- To prepare medical bags, records and medication for all matches and trips.
- To provide advice and guidance to the Headmaster/SMT relevant to the health and wellbeing of all pupils and staff, including serious illnesses and accidents.
- To provide general support for staff and pupils when needed and within expertise parameters.
- To register the height and weight of each child on entry to the School.
- To administer yearly Flu Jab to staff (as requested) and with GP approval.
- To administer first aid to visiting teams

2. Health and Safety:

- To be an active member of the Health and Safety Committee and attend the termly meeting.
- To take on the role of Deputy Designated Safeguarding Lead.
- To maintain a clean and safe Matron's Room for all users.

- To maintain records and reports in line with Health and Safety legislation.
- To maintain all first aid boxes held in school.
- To ensure that all accidents of a serious nature are recorded in the Accident Book.
- To report issues of a health and safety nature to the Bursar.
- To ensure that the visual information with regard to allergic reaction and the use of Epi pen requirements are regularly updated and monitored.
- To continue to promote healthy eating and wellbeing within the school.
- With the location of your room being where it is, communicate any security related issues that you come across during your working day to the Headmaster or Bursar.

3. Administration:

- To file all medical records for all pupils on joining the school.
- To keep the Daily Treatment Log up to date.
- To ensure that all appropriate policies are updated and kept on the Staff Live Drive.
- To monitor the signing in and out book for pupils.
- To maintain open communication with parents regarding medical matters.

4. Financial:

- To manage the medical budget as agreed with the Bursar.

5. Personal Development:

- To continue to identify areas of further training and courses that are relevant to the post.
- To attend staff training on Inset days as and when appropriate to the role.

6. Extended Day:

- To hold the daily Register for Extended Day and hand it over to the Manager at 3pm.
- To add names to the Extended Day Register if needed.
- To inform Extended Day staff of any medical needs.

7. Registers:

- To collate the registration details of pupils twice a day and create a daily absence sheet and distribute appropriately.
- Inform the Headmaster of any anomalies.
- To ensure that all children leaving/arriving in School outside of registration times and signed in/out appropriately.
- Check all absences against letters, emails and telephone messages.
- Follow up all un-notified/un-authorised absences.
- Complete all sections of the class registers with regard to gaps in attendance.
- To hold the Activities Registers for collection by staff at the appropriate time.
- To ensure that all lists, files and folders are readily accessible to take out in the case of a fire evacuation.

8. General:

- To help oversee the dining room activities during short break, lunch and Little Tea with pupil wellbeing in mind.
- To provide cover for each other in this job share role where possible.
- To be available to work at major, whole school events.
- To order any medical supplies and update all first aid packs as and when required.
- To order hygiene products – tissues, paper towels, Fairy Liquid and dishwasher tablets.
- To sort out lost property and return to pupils.
- Monitor the departure of children at 4.10pm ensuring “signing out” occurs.
- To maintain an open door policy for staff, parents and pupils.

To assist with any additional duties that are required to help with the smooth running of the school