



# BABINGTON HOUSE SCHOOL

## **Job Description: School Nurse**

Babington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually as part of the performance management process.

**Line Manager:** Head of Prep

### **Main Purpose of the Job:**

- The School Nurse is part of the wider pastoral and First Aid Team, whose aim is to promote the physical health and emotional wellbeing of our pupils. The Health Centre is integral to the school community and the School Nurse is expected to pro-actively manage effective health promotion within the community by communicating with pupils, parents, pastoral and staff.
- Babington's Health Centre will be open from 08.30 a.m. to 16.30 p.m., during the school term dates, and is designed to meet the physical needs of pupils, administering first aid and guiding pupils who might need emotional support.

### **Responsibilities:**

#### **First Aid & Medical Care of Students:**

- Medical and First Aid, as and when required
- Ensuring that pupils and staff are seen promptly, and any further treatment is identified.
- Administering first aid and care of pupils referred by staff or self-referred until they are able to return to lessons or are passed into the care of a parent, guardian, doctor, hospital etc and accurately recording all visits.
- Manage the pupil allergy information records and issuing of allergy cards to respective pupils
- Organising the in house regular medical checks and School Health immunisations programmes.
- To offer advice and information for staff leading school trips regarding individual pupils and medication.

- Ensuring First Aid kits around school are monitored and are restocked. Supplying First Aid kits for trips.
- Having an overview of the use of the Health Centre and spotting patterns or trends with individual pupils or groups in conjunction with the Head of Prep.
- Liaising with local public health teams regarding immunisations and any other medical matters which the school needs to act upon.
- Liaising with the local GP on medical matters and in order to keep protocols up to date.
- Updating the Medical Handbook and keeping pupils' medical supplies up to date (EpiPen's, inhalers etc).
- To be responsible for writing and reviewing medical healthcare plans for pupils with more complex health needs, and sharing these appropriately
- To ensure effective information sharing and handover with SLT
- Contacting parents as appropriate, ensuring that thorough records are kept of the conversations and any action taken.
- Liaise with the relevant member of staff (Form Tutor, Head of Department and SLT) on issues which arise through the care of pupils in the Health Centre.
- To be the school's First aid trainer and have responsibility for the school's First Aid provision

#### **Management of Healthcare:**

- Managing the Health Centre
- Maintenance of the Health Centre room as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff.
- To be responsible for writing, reviewing and updating all health centre related school policies.
- Completion of accident reports as required, passing them to the Headteachers' PA and or Head of Prep's PA.
- Ensuring that while medical and personal confidentiality is respected the school observes a "joined up" approach in the care of the pupils.

#### **Safeguarding & Student Welfare**

- Act as Deputy Designated Safeguarding Lead (DDSL) for the whole school, ensuring the highest standards of safeguarding practice.
- Support the DSL with child protection matters.

#### **Admin & Systems:**

- Updating medical records on the school database (iSAMS) and liaising with parents as necessary if further information is needed.
- Care provision including training, budget and stock take
- Communication and record keeping
- Meet weekly with the Head of Prep
- To be a listening ear and one of the firsts "ports of call" on the pastoral team. Knowing when to pass on concerns to the appropriate person.
- Prepare reports for the Health & Safety committee/SLT and governors as required

**SPECIFIC RESPONSIBILITIES:**

To be agreed with Line Manager.

*For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.*

Agreed by Headteacher:

Date:

Agreed by Jobholder

Date:



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## PERSON SPECIFICATION

Suitable candidates for this position should possess the following experience, skills and outlook

### **Skills and Training:**

- Must be a registered qualified Nurse (RGN)
- Hold relevant First Aid Certificates
- Experience in working in paediatrics
- To ensure nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training
- To be willing to complete Level 3 Child Protection training and any other training relevant to the school setting
- The ability to prioritise and manage situations under pressure
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner.
- Competent IT skills, including use of word processing, spreadsheets and databases.
- Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome, help or reassure all visitors by telephone and personally to the Health Centre or the school office.

### **Attributes:**

- Tact and absolute discretion in dealing with all matters.
- Independence but with the ability to work as part of a wider team of support staff and pastoral staff.
- Loyalty, energy, articulacy and diplomacy.
- Flexibility in approach to people and to working arrangements.
- A professional, adaptable and proactive attitude.
- Able to respond calmly, quickly and willingly to urgent and unexpected requests.
- Confident and adaptable in liaising with the wider pastoral team and, where necessary, external agencies.
- Appreciation of and sympathy for the objectives of an independent school.