

LVS Ascot

Job Description - School Nurse

Reports To:	Head of Department
Department:	Medical Centre
Job Purpose:	To provide a clinically effective high quality service of nursing care and health education to pupils. To also provide first aid care to all members of the school community.
Objectives	<p>To be able to deal with children in an appropriate and effective manner in the context of medical care and the development of positive attitudes to health matters.</p> <p>To liaise with and assist other members of staff to enable the school to fulfil these objectives.</p>

Principal responsibility areas

- A** To assist in the provision of health care to each pupil, all members of staff and any visitors while on site.
- B** To assist in a programme of preventive health care, including an involvement of Health and Safety issues.
- C** Assist in the school's Health Education programme.
- D** Assist in the management the administrative procedures of the medical department.

Key Tasks

- A1 Participate in nurse drop-in clinics during span of duty within agreed level of competence.
- A2 Assist in the organisation of doctor's surgeries twice a week, including advising children to attend and referring to GP as appropriate.
- A3 Provide first aid and emergency care and treatment as necessary. This includes maintaining stock of all school first aid kits.

- B1 Carry out child and adolescent surveillance programmes in conjunction with the rest of the nursing and medication team.
- B2 Operate procedures for infectious diseases control.
- B3 Follow procedures for the safe disposal of clinical waste.
- B4 Be aware of recommended safe storage, usage and disposal of medical supplies and drugs.
- B5 Maintain treatment room stock, hygiene and tidiness.

- C1 Promote health education throughout the school population.
- C2 Keep up-to-date with current health promotion initiatives.
- C3 Have an involvement and awareness of Health and Safety issues within the school affecting staff, children or the environment.
- C4 Keep records of reported accidents.

- D1 Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information.
- D2 Maintenance of general office procedures.
- D3 Set up and organise school medical examinations and other surveillance audits, as directed by the senior sister and the school doctor.