



BEECHWOOD SCHOOL

Job Description

Post title:	School Nurse
Hours of Work:	Full Time, Permanent
Salary:	Depending on experience
Responsible to:	Headteacher
Start Date:	January 2025

Main Responsibilities

First Aid and Medical Care

- Providing first aid and medical care (physical and mental health) to any sick or injured pupils, staff and visitors.
- Monitoring in medical room where necessary and advising parents on further possible treatment.
- Completing notes and informing parents of treatment received.
- Liaising with parents with regards to pupils' ongoing medical needs, updating records where necessary, monitoring conditions and dispensing medication including daily medication for pupils.
- Discussing with prospective parents the medical requirements of their children and how the school nurse can meet these needs.
- Advising SLT about requirements of prospective pupils and how the school could meet these requirements.

Boarding pupils

- Registering all boarders with the local GP, making GP appointments and accompanying boarders to appointments (urgent GP, dentist, opticians or A&E).
- Managing medical conditions in boarders including administering prescribed drugs and ensuring plentiful supply of prescription medication.
- Advising boarding staff on medication, including medication boarders arrive with, or that prescribed by local GP.
- Regular training for staff on medication and use of epipens.
- Providing out of hours advice and care to boarding staff at evening and weekends when necessary.
- Checking and monitoring boarders who are off sick and in their rooms during the school day.
- Daily handover to boarding staff of any boarders seen during the day.

First Aid and Medical Supplies

- Ensuring plentiful supplies required for medical room, first aid bags and boarding 'over the counter' medication.
- Routine termly checks of all first aid bags/boxes.
- Ordering additional stock when required

Records and equipment

- Ensuring all medical forms are noted and records updated, updating lists termly on medical information, allergies, dietary requirement and other medical issues and ensuring these lists go to the appropriate people.
- Ensuring all equipment is working and in date (e.g. AED, epipens).
- Archiving records appropriately when pupils leave the school.

School policies

- Checking all policies such as medication or first aid policies are up to date and compliant.

Training/teaching

- Relevant training for staff e.g. epipens or giving medication,
- Teaching some PSHE (e.g. contraception, periods)

Immunisations

- Organising and co-ordinating immunisations across the school.

Pastoral care

- Assisting in the support of pupils with emotional and pastoral needs.

Health and safety

- Attending health and safety meetings as part of the health and safety committee.

All employees at Beechwood are expected to undertake additional duties as assigned by the Headmaster. Most instructional staff are also tutors and they would be reporting to the Heads of Year for this.

Person Specification

Alpha Schools Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:		Specialist Practitioner School Nurse qualification	Production of the

	<p>RCSN, RN-child or RGN with relevant experience (i.e. School nursing, Practice nursing)</p> <p>Hold a valid Nursing and Midwifery Council (NMC) Pin Number</p> <p>First Aid at Work Certificate or equivalent qualification</p>		Applicant's certificates
Experience:	<p>Experience working as a school nurse or paediatric nursing experience</p> <p>A minimum of 3 years post registration nursing experience</p>	<p>6 or more years post registration nursing experience</p> <p>Experience of sports injury care and treatment</p> <p>Experience working in a boarding environment</p>	<p>CV</p> <p>Interview</p> <p>Professional references</p>
Skills:	<p>Excellent communication, organisational and management skills</p> <p>Good IT skills</p> <p>An ability to make decisions based on your own observations, and to use common sense and initiative as appropriate</p> <p>Empathy and clear understanding of boys' and girls' development and needs</p>	<p>Full UK/EEA driving licence and use of a car</p>	<p>CV</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities:	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>A confident and calm demeanour when dealing with a range of accidents and first aid issues</p> <p>A friendly, sympathetic and supportive personality</p> <p>Confidence in imparting knowledge and guidance to pupils, staff and parents</p> <p>Willingness to participate enthusiastically in all aspects of boarding school life</p> <p>Ability to relate effectively to pupils</p>		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

	Ability to motivate others Flexibility to adjust to change and development		
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