



Brentwood School

School Nurse (Preparatory)

Department:	Brentwood Preparatory School
Hours:	<p>Working hours are from 8am to 5.30pm Monday to Friday, during term time and 3 weeks during holiday time. (Please note: we are very flexible on hours as long as the core hours of 8am to 5pm are covered so are open to a part-time/job share arrangement.)</p> <p>Core working weeks are 37 weeks (including 3 weeks in school holidays to cover attendance at Staff INSET days; New Parents' meetings for parents of both Early Years, KS1 and KS2 and other days as specifically requested by the Head of the Preparatory School as well as time for training and recordkeeping.</p>
Report to:	Director of Pastoral Care and Pupil Wellbeing
Job Purpose:	To provide a clinically effective, high-quality service of first aid care to pupils and to all members of the School community. To be an integral part of the pastoral care team.
Key Responsibility /Accountability	<p>Medical and First Aid</p> <ul style="list-style-type: none">• To triage those requiring medical support and signpost to specialist support services (such as the NHS or mental health services) where necessary• Administer first aid and care for ill or injured 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 and/or doctor• The following Health Care procedures are deemed by the School's insurers to be acceptable treatments to be undertaken by a School Nurse:<ul style="list-style-type: none">- Ear/nose drop application- Inhalers and nebulisers limited to the provision of assistance to user in application or fitting of mask- Injections limited to the administration of pre-packaged doses (intramuscular or subcutaneous only) required in a pre-planned emergency- Medipens (Epipens and Anapens) for anaphylactic shock with a pre-assembled pre-dosed epipen epinephrine or adrenaline/epinephrine- Administer, and supervise storage of, medication (including inhalers and adrenaline auto-injectors) which has been prescribed by an External Health Care professional to pupils as required and with parental consent- Administer, with parental consent, over-the-counter medication to pupils in the event of an accident or illness

- Temperature taking via ear or only subject to referral or variation from specified limits to External Health Care Professional
- Topical medication and application of patches using pre-prescribed medication creams and lotions only
- Help change clothes/clean up pupils after sickness/accident and supervise storage of soiled clothing
- Maintain the Medical Room as an attractive, hygienic room, suitably equipped for serving the medical needs of the pupils and staff
- Follow procedures for the safe disposal of clinical waste and the recommendations for safe storage, usage and disposal of medical supplies and drugs
- Control the budget for the Medical Room to maintain and order medical supplies and equipment as necessary
- Ensure first aid kits are regularly checked and replenished
- Ensure the defibrillator is checked regularly
- Provide first aid supplies and medication as necessary for school trips and sports fixtures
- Be aware of deviations from the normal in health and behaviour, and to intervene to protect vulnerable children and adults by prompt action, referral and working with other agencies where appropriate
- Working closely with the parents/guardians, Director of Pastoral Care and Wellbeing, Deputy Head Pastoral and SENDCo, contribute to writing and reviewing medical healthcare plans for pupils with more complex health needs
- Working closely with the Prep Catering Team, Deputy Head Pastoral and the Director of Pastoral Care and Wellbeing to ensure that children with allergies have suitable protocols in place at mealtimes and throughout the school day, including on trips
- Identify possible environmental factors implicated in ill health and initiate public health measures where necessary
- Help organise immunisation programmes such as the Intranasal Flu vaccine
- Promote health and wellbeing, and provide advice on health issues to pupils, staff and parents
- To accompany any pupil to hospital in an emergency, should the need arise
- Exercise responsibilities under the Health and Safety at Work Act, to ensure a safe environment within the School.

Communication and Record-Keeping

- Ensure accurate records of medical needs and dietary requirements are kept on the School management information system, iSAMS, and liaise with parents if further information is required
- Ensure staff are made aware of the medical and dietary needs of pupils and are updated of these needs as required
- Provide and receive information in relation to pupils and their families, and communicate this information in a sensitive and professional manner to appropriate people
- Oversee and maintain high standards of record keeping in practice. Accurately document and maintain written and electronic records which are professional, confidential, accurate, contemporaneous and legible
- Ensure information is stored in accordance with the Data Protection Act and Caldicott Principles
- Record the dispensing of drugs following drug protocols
- Keep records of reported accidents

	<ul style="list-style-type: none"> • Attend staff meetings and team briefings as required, plus Health Forums where appropriate • Communicate effectively with pupils, parents, colleagues, and senior managers to ensure positive working relationships are maintained. <p>Pastoral Support and Safeguarding</p> <ul style="list-style-type: none"> • Alert the DSL or a Deputy DSL of any safeguarding or child protection concern and record this and any resulting actions on CPOMS • Be visible around school so that pupils recognise and get to know you • Provide a safe and welcoming space to listen to children who may be in need of emotional support • Pass on concerns to the Form Teacher or DSL as appropriate • Monitor dietary requirements, allergens and liaise with the catering team to supervise special diets required by pupils • Be involved in the health education of pupils which may include assisting teachers in the delivery of PSHE/Wellbeing sessions such as those relating to puberty, body changes and the onset of menstruation • Undertake any reasonable duties as requested by the Head of Preparatory School, Director of EYFS and Deputy Head Pastoral.
<p>Person Specification</p>	<ul style="list-style-type: none"> • Hold a recognised, current Nursing Qualification • Understand the importance of child protection and safeguarding, knowing when to share information and when to maintain confidentiality • Have experience of working with children of varying ages and backgrounds, and enjoy working with children • Be able to work independently and as part of a team, with a flexible approach to working arrangements • Have 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 • Have effective time management and organisational skills • Have high standards of self-motivation, self-discipline, discretion, diplomacy and integrity • Be able to use own initiative and be proactive in finding possible solutions to problems as they arise • Be able to prioritise and manage situations under potentially pressurised situations • Have knowledge and understanding of health and safety issues • Have competent IT skills, including use of word processing, spreadsheets and databases • Have completed training, or be willing to complete training, in: Use of defibrillators, use of Adrenaline Auto Injectors, management of diabetic pupils • Be committed to the values and culture of Brentwood School.
	<p>To be committed to the safeguarding and promotion of the welfare of young people. To demonstrate this commitment in every aspect of this post. To adhere to, and ensure compliance with the School's Safeguarding Policy at all times. You are required to report any safeguarding or child protection concerns to the School's Designated Safeguarding Lead.</p>