



## Position Description

### School Nurse

<b>POSITION TITLE</b>	School Nurse (Registered Nurse)
<b>STATUS</b>	Part time
<b>CLASSIFICATION</b>	School Services Staff Grade 2 (Health Centre Stream) Grade Characteristics: (extract from Enterprise Agreement) An Employee (Health Centre) Grade 2 will, (in addition to the duties of an employee at Grade 1) as an experienced professional, apply knowledge, skills and demonstrated capacity to perform tasks of considerable complexity consistent with their training. The employee may be responsible for the overall planning of the work and will be self-directed in the application of skills possessed. The employee may also manage the work of other para-professionals and professionals either in a clinical team context or as part of a service delivery group. The employee at this level will have the ability to develop policy and practice directions for use by other professionals and school staff.
<b>TIME</b>	7 hours per day
<b>REPORTING TO/WORKING RELATIONSHIP</b>	All staff report directly to the Principal The School Nurse reports through the Director of Finance and Corporate Services

### Role Description

The primary role of the School Nurse is to manage the health of students and staff. The School Nurse is responsible for maintaining programs which protect and maintain the health and safety of the school community.

### Essential Duties

#### Key Responsibility and Accountability Areas

Duties include but are not limited to:

#### All Students and Staff

- First aid and medical care for all students.
- First aid and medical care for all staff.

- Oversee and administer prescribed medication to students/staff in accordance with legal requirements and School Policy.
- Interview new students and conduct or arrange a health assessment and medication check prior to commencement if required.
- Proactively promote good health within the school environment, to students and staff.
- Support special needs students' personal needs in accordance with protective practices as required.

### **Boarding Students**

- First aid and medical care for unwell boarding students during regular hours of work.
- The organisation of medical appointments and associated transport for boarders is primarily the responsibility of the Boarding House Manager. While liaison with the Boarding House Manager will be expected in this regard, the nurse will be required to remain on campus if at all possible.
- Liaise with Boarding House staff regarding the health needs, treatment, and wellbeing of boarders.

### **Health Programs and WHS**

- Coordinate School immunisation program and maintain currency and accuracy of database records.
- Provide/coordinate health education and training for staff in relation to but not limited to asthma, allergies and first aid.
- Ensure that staff are provided with current medical information in relation to students with specific conditions and management programs.
- Ensure compliance with WHS legislation in regard to incident reporting and documentation.
- Maintain the Hazardous Substances Register for the Health Centre in compliance with WHS legislation.
- Participate in relevant WH&S training programs, audits, and inspections as required.
- Representative on the School WHS Committee.

### **Medical Records**

- Record appropriate details for all students attending the Health Centre.
- Maintain and ensure currency of database medical information for new and existing students.
- Annually review school medical records of students, seeking supplementary information from parents as necessary.
- Maintain up-to-date medical records for students with special medical needs.
- Provide medical information for students with special medical needs as required for camps and excursions.
- Communicating effectively with parents/guardians, on medical issues concerning students and/or boarders and coordinating student medical management plans, as required.

### **Health Centre**

- Ensure that the Health Centre is maintained in compliance with WHS legislation.
- Store all supplies and medication appropriately.
- Regularly check first aid kits and equipment, ensuring that all are maintained appropriately and in good order.
- Supply appropriately provisioned first aid kits for camps, excursions, buses, designated school areas including The Parks Oval.
- Periodically check and maintain the Defibrillators throughout the School.
- Coordinate and supply specifically stocked kits to coaches and staff for sport.
- Prepare and manage Health Centre annual budget.
- Manage the School's Health Centre efficiently and purchase all school medical supplies cost effectively and manage the Health Centre budget.

### **Other Duties**

- Clerical, administrative and similar duties as directed.

## Person Specification

### Skills, Experience and Personal Attributes

#### Essential Criteria

- Hold registration by the Nurses Board of South Australia as a Registered General Nurse and a current practising certificate.
- Have a sound knowledge of WHS procedures and requirements applicable to staff and student care in schools.
- Have the ability to prepare and manage budgets within appropriate guidelines.
- Be able to demonstrate initiative, flexibility and sound organisational skills.
- Ability to work under pressure, prioritise workload and handle difficult circumstances in a calm and caring manner.
- Have strong interpersonal and communication skills.
- Ability to work effectively as part of a team.
- Be able to handle emergency situations in a calm, reassuring and effective manner.
- Be a competent user of database and word processing software.
- Be able to work efficiently within established guidelines.
- Have an understanding of the School's ethos.
- Have a willingness to work cooperatively as a member of a team in a varied and busy environment.
- Can consolidate knowledge and skills and develop in capability through continuous professional development and experience.
- Attend periodic mandatory training updates including, but not limited to, Manual Handling, Basic Life support, First aid training, mandatory notification training, anaphylaxis, and asthma training.

#### Conditions of Employment

- As a priority maintain staff and student privacy and confidentiality and refer appropriate matters to the Principal, Heads of School, School Counsellor, or School Chaplain.
- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Walford WHS policies.
- Be eligible to work in Australia.
- Satisfy child protection screening and adhere to School's Student Protection Policy.
- Working with Children Check (WWCC)..
- Responding to Risks of Harm, Abuse and Neglect (Fundamentals and Masterclass).

## Acknowledgement

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Principal, Business Director, or their delegate may direct you to perform which could be reasonably considered relevant to the position.