



Walford

Position Description

School Nurse

POSITION TITLE	School Nurse (Registered Nurse)
STATUS	Part time
CLASSIFICATION	School Services Staff Grade 2 (Health Centre Stream) Grade Characteristics: (extract from Enterprise Agreement)
TIME	7 hours per day, 8.15am - 3.45pm
REPORTING TO/WORKING RELATIONSHIP	All staff report 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

General

- Support the Anglican ethos of the School.
- Live the School values of Courage, Commitment, Community and Growth.
- Comply with School policies and procedures and the Walford Staff Code of Behaviour.
- Embody the School's commitment to child safety and actively contribute to creating and maintaining a child safe environment.
- Work with staff to ensure the implementation and maintenance of School policies and procedures.
- Always represent the School in a positive and professional manner.

Health and Safety of Students and Staff

- Provide first aid and medical care for all students and 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.
- Implement risk assessments to identify and manage potential hazards
- Health support and coordination of students with complex health needs

Health and Safety of Boarding Students

- Provide first aid and medical care for unwell boarding students during regular hours of work.

- Liaise with Boarding House staff and families regarding the health needs, treatment, and wellbeing of boarders.

Please note: The organisation of medical appointments and associated transport for boarders is primarily the responsibility of the Boarding House Manager. While the School Nurse liaises with the Boarding House Manager, they are expected to remain on campus if possible.

Health Programs and WHS

- Coordinate the School immunisation program and season flu clinics.
- Maintain currency and accuracy of database records.
- Provide/coordinate health education and training for staff in relation to but not limited to asthma, allergies, first aid and Mental Health 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.
- Participate in relevant WH&S training programs, audits, and inspections as required.
- Representative on the School WHS Committee.
- Review and develop relevant School policies.
- Provide assistance with the pastoral care program, working collaboratively to identify and support students with social and emotional needs.

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 specific medical needs.
- Provide medical information for students as required for camps and excursions.
- Communicate effectively with parents/guardians, and coordinate student medical management plans, as required.

Medication Management

- Ensure that all medication provided to the Health Centre is recorded accurately in accordance with school policy, privacy legislation, and relevant health guidelines.
- Store all student medication securely, in locked facilities (including refrigeration where required), in compliance with professional nursing standards and the Australian Privacy Principles.
- Dispense and administer medication only in accordance with written parental/guardian authority and prescribed instructions, maintaining detailed records of all administration.
- Maintain an up-to-date Medication Register, documenting the receipt, storage and appropriate administration.
- Ensure safe disposal of expired or discontinued medication in line with relevant health and safety guidelines.
- Regularly audit medication stocks to ensure accuracy, security, and currency.

Health Centre

- Ensure that the Health Centre is maintained in compliance with WHS legislation.
- 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 Playing Field and West Lakes Boat Shed.
- 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.

Person Specification

Skills, Experience and Personal Attributes

Essential Criteria

- Hold registration by the Nursing and Midwifery Board of South Australia as a Registered General Nurse and a current AHPRA 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 autonomously and as an effective team member.
- 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.