



JOB DESCRIPTION

Department:	Medical Centre
Post:	School Nurse
Responsible to:	The Nurse in Charge
Job purpose:	To provide skilled, safe and effective 24-hour nursing care for pupils, staff and visitors to Millfield School. Working at all times to the NMC guidelines.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.

Nursing

- Organising and running of drop-in clinics during span of duty within agreed level of competence including children attending for routine medical and simple nursing needs
- Organising of Doctor's surgeries daily including advising children to attend and referring to GP as appropriate
- Arranging boarding children to attend any medical, dental or other health appointments as necessary.
- Assessing, implementing and evaluating in-patient care of pupils admitted to Sick Bay within agreed level of competence.
- Provision of first aid and emergency care and treatment as necessary. This includes maintaining stock of all first aid kits.
- Provision of confidential 'counselling' and health advice service as appropriate and referring on to other agencies as required.

Preventive Health

- Carry out child and adolescent surveillance programmes in conjunction with the rest of the nursing and medication team.
- Follow good practice and specific directives on immunisation procedures relevant to the school population and individuals.
- Operate procedures for infectious diseases control.
- Follow procedures for the safe disposal of clinical waste.
- Be aware of recommended safe storage, usage and disposal of medical supplies and drugs
- Maintain treatment room stock, hygiene and tidiness

Health Education

- Promote health education throughout the school population
- Keep up to date with current health promotion initiatives



- Teach first aid as necessary

Administrative

- Maintain medical records accurately, confidentially and safely
- Keep nursing records to a high standard ensuring the accurate and rapid retrieval of information
- Record dispensing of drugs following drug protocols
- Maintenance of general office procedures
- Set up and organise school medical examinations and other surveillance audits, as directed by the Senior Sister and the School Doctor

Health and Safety

- Have an involvement and awareness of Health and Safety issues within the school affecting staff, children or the environment
- Keep records of reported accidents

Liaison – Internal

- Work closely with other members of the medical staff team to ensure seamless and continuous care
- Liaise closely with the Senior Management Team, parents boarding and day Housemasters/Housemistresses and academic staff
- Communicate with school office staff and all other departments as necessary

Liaison – External

- Doctors, Health Care Centre, Pharmacy
- Appointments and admission staff for consultants, orthodontics, dentist and opticians
- School health advisers and other members of the primary health care team.
- Social Services where appropriate
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

I understand the duties and commitment statement listed above.



MILLFIELD

I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....