JOB DESCRIPTION

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whsenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Position/Job Title	School Nurse
Classification	Support Staff
Reporting to	Head of HR
Duties and Responsibilities	**Overview:** To be responsible for the promotion of good health and welfare amongst all pupils. **Main areas of responsibility:** 1. To communicate with students, parents, and teachers on medical matters and assess and advise relative parties with the information received. 2. To comply with local health regulations - maintain a health booklet for each student, obtain relevant medical information including immunization history, monitor growth and development of students (annual height/weight/BMI), plan/co-ordinate and assist visiting G.P. with routine medical examinations as required by school health. 3. Provide reports/statistics as requested by School Health as detailed in the School Health/Blue Book and maintain the School Health Services Register Book. 4. To review the health status of all children on entry to the school in accordance with requirements. 5. To identify and co-ordinate health care for pupils with additional health needs to ensure that they receive the support required to enable them to attend and benefit from school. 6. To communicates with parents, specialist health care professionals and others to develop individual health care plans for pupils with complex health needs and long-term conditions. E.g. Diabetes, significant allergies, asthma, etc 7. To provide annual training and advice for teachers and other staff on specific health needs e.g. diabetes management, allergies, epilepsy, asthma and other medical conditions as required. 8. To review and document the first-aid qualifications of teachers and other staff members and with the head teacher plan/co-ordinate first aid courses for staff as required. 9. To advise parents on immunization programmes and advises on outbreaks of communicable diseases. 10. Contribute to the planning and delivery of health education programmes including timetabled PSHE classes and first-aid courses. 11. To be the first point of contact for children, parents or carers needing health advice or information and offer open access to personalized support and advice in areas such as managing stress, risk-taking behaviours and refer on to other services as necessary.

	12. To assess the school site environment and advise management appropriately on health/safety issues. **Variable Functions/Management of the Nurse's Clinic** 13. The school nurse will assess and treat all accidents, injuries and illness within the scope of her professional practice that occur during school hours and refer students to the appropriate medical facility for emergency treatment/further treatment that may be necessary. 14. The accident/emergency procedure (in the staff handbook) will be communicated to all staff and reviewed annually. 15. Visits to the nurse's clinic will be recorded both in the student's medical booklet, on the School Health Services monthly report on first aid administration and any treatment provided communicated to the parents in writing or by telephone if necessary. 16. The school nurse will ensure that there is a clear policy on the storage, administration and recording of medication/s that is given while a pupil is in school. 17. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities 18. Non-emergency medication is kept in a secure place (the nurse's clinic) in a locked cupboard 19. Documented parental agreement is obtained prior to administering medication to a pupil and/or for a pupil to carry and administer his/her own medicine 20. The school nurse will ensure that medical equipment is kept in good order and any requirements advised to administration as necessary. 21. The school nurse will ensure that appropriate levels of medication/supplies are available and reorder as necessary. 22. When appropriate the school nurse will advise on and develop new initiatives in response to evidence based good practice which may be beneficial to pupils and/or staff. 23. The school nurse will ensure that all information remains confidential and that disclosure without consent is made only during exceptional circumstances i.e. child protection issues and in accordance with the school's local policy. **Safeguarding:** 24. Abide by the school safeguarding policy and keep abreast of any changes **<u>Person Specification</u>** The postholder will: 1. have recent experience of working in a medical or allied health related environment, e.g. paramedic, medical technician, nurse 2. be educated to A level standard or hold a relevant professional qualification 3. have good organisational and interpersonal skills 4. be organised, have a good eye for detail and endeavour to achieve high standards of service 5. be confident in the use of IT and knowledgeable as to how it can be used in the administrative environment 6. be able to work well under pressure whilst retaining a good sense of humour 7. have an appreciation of the importance of providing high quality educational services 8. have high personal standards of conduct and dress, and act as a role model for pupils
Contract Type	Regular, Grade 6