****

**MOUNT ALBERT GRAMMAR SCHOOL**

**Job Description**

**School Nurse**

**Responsible to:** Lead Nurse

Assistant Principal Deputy Principal - HR

**Functional Relationships with:** Other school nurses, Senior Leadership Team, Guidance staff, Deans, Parents, Students, Staff

**Hours of Work:** School hours, 30-35 hours a week, term time only

**Primary Objectives:**

To provide appropriate primary health care through professional clinical nursing, including assessment, immediate care, referral and support, for both students and staff who come, or are referred to, the Health Centre.

**Person Specifications:**

Experience/ Knowledge

* Registered Nurse with current Practicing Certificate.
* Experience in, or Postgraduate study of related areas – Accident and Emergency, Primary Health Care, Child/Adolescent Health.
* Evidence of level of clinical skills, competency and leadership as documented in Professional Portfolio.
* Has a desire to or shows evidence of an ability to work effectively as a member of a multidisciplinary team.
* Demonstrates the ability to advance the delivery of reliable and relevant professional school health services to promote optimal health and learning outcomes of students.
* Demonstrates an interest and respect for working with young people.
* Competence in computer skills

Personal Attributes

* Excellent communication skills, both written and verbal.
* An autonomous practitioner with an ability to work well within a multidisciplinary team.
* Respects and practices in a culturally safe manner.
* The ability to provide quality service with adaptability and flexibility, with a commitment to on going professional development
* Demonstrates a professional attitude at all times.
* Strong organisational skills, including the ability to manage conflicting priorities.
* Self-confidence when dealing with internal/external clients at all organisational levels.
* Understanding the importance of confidentiality and advocacy.
* Level of decision making ability and use of initiative.

**Key Tasks:**

**Provision of Appropriate Primary Health Care**

* Educate students and staff regarding health issues, life choices, skills, and self-responsibility. Have health education material available on a variety of subjects that are relevant to the student/staff.
* Provide appropriate emergency first aid to the above with suitable referral and follow up. Where professional judgment indicates that a student should return home, caregivers, as indicated in KAMAR, will be contacted to arrange for pick up and the student will remain in the Health Centre till caregivers arrive.
* Maintain appropriate supplies of first aid material, including first aid kits for school trips and those areas that are high risk in the school.  Keep emergency equipment up to date, e.g., Oxygen, epi pens
* Ensure the Health Centre is adequately stocked with first aid equipmentto meet the needs of students and staff.
* Label and appropriately store students’ medication that is documented and accepted by the school for administration for the student while they are at school.
* Ensure that the Health Centre is clean – including beds, equipment etc.
* Ensure that there is an appropriate number of first aiders on staff in the school and for school trips and activities.

**In-School Consultation and Networking**

* Be an active member of the school pastoral care team, providing input and referral where appropriate. Attend meetings as appropriate
* Ensure other staff members are aware of relevant health issues of students, by red flagging these students in KAMAR and keeping the health notes (which the staff have access to) up to date.
* Keep the attendance record of students who have been in the health centre for a whole period, or more, up to date.
* Communicate with Deans and Senior Leadership Team and other staff in instances where information regarding discipline issues is disclosed by students
* In all cases of suspected sexual, physical or emotional abuse, refer details to guidance team immediately
* Distribute appropriate information to staff and students in support of community and national initiatives in the event of a health crisis.
* Be available to support school health education programme and HOD for Health

**Home and Family Liaison**

* Establish and maintain contact between families, school and caregivers.
* Where necessary, educate families regarding the importance of taking responsibility for their children’s health requirements.
* Be culturally sensitive when dealing with families.
* Make appropriate referrals to School Pasifika Liaison

**Professional Liaison**

* Establish and maintain any contacts between school and health professionals who visit the school to see students, which will enhance student health and wellbeing, e.g., Asthma nurse, Public Health and Paediatric home care nurses. Assist these health professionals as necessary and make appropriate referrals.
* Work alongside local Medical Centres for emergency treatment of students, ensuring the student returns to the Health centre after appointments as appropriate.
* Assist with organizing health initiatives, e.g. school blood donations bi-annually.

**Administration**

* Maintain accurate and detailed computerized daily student contact and treatment records
* Follow any OSH requirements and complete accident register/incident forms for any accidents or serious harm that occurs in school
* Ensure personal records and other sensitive material are securely stored
* Check all new enrolment forms in order to identify health needs, red flag students whose health needs should be known by staff, discuss with parents any additional information which is needed for the student’s wellbeing while at school.
* Communicate with staff regarding any additional health issues as relevant.
* Other duties as required.

**Professional development**

* Maintain and provide proof of current Nurse’s Practicing Certificate
* Maintain Registered Nurse compulsory professional development hours, appropriate to school nursing.
* Attend School Nurse study days which are held twice a year, and school nurse cluster meetings which are held monthly, as time permits.