



Packwood Haugh School School Nurse & Head Matron Job Description

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be modified or amended at any time after consultation with the holder of the post.

BACKGROUND

Packwood Haugh is a thriving day and boarding school for 4 to 13 year-olds, set in rolling Shropshire countryside. We have a pre-prep known as 'Packwood Acorns' for Reception - Year 2, and the main school educates children in Years 3 – 8. There is a two thirds/one third split between boys and girls and an equitable split between boarders and day children. The school has an excellent record at both Common Entrance and Scholarship and sends pupils to leading independent senior schools across the country. We are blessed with outstanding facilities.

JOB PURPOSE

The School Nurse oversees all school health policies and programs. The school nurse provides expertise and oversight of school health services and promotes health education throughout the school. Because we believe that healthy children are successful learners, the School Nurse is the key advocate for the physical, emotional, mental, and social health of our pupils

Using their clinical knowledge and judgement, the School Nurse will routinely provide healthcare to pupils and staff, perform necessary health screenings, co-ordinate referrals to healthcare providers and serve as the liaison between school personnel, family, and community healthcare providers to ensure a healthy school environment.

As Head Matron, this member of staff will oversee a team of two other matrons who ensure the smooth, happy and successful running of day-to-day matters in the boarding houses, especially the boys' boarding house.

JOB DESCRIPTION

1. The School Nurse will follow the UKCC Guidelines for Professional Practice 1996, Standards for the Administration of Medicines, Standards for Records and Record keeping and The Scope of Professional Practice.
2. The School Nurse will follow the policies/procedures/guidelines of Packwood Haugh School.

3. The School Nurse will follow the policies/procedures/guidelines of the Department of Health, Department of Education and Employment (Supporting Children with Medical Needs, 1996; Guidance on First Aid for Schools 1998) and the Local Education Authority.
4. The School Nurse will endeavour to keep her knowledge and understanding of relevant medical conditions/invasive therapy procedures up to date and attend regular relevant training or 'up-date' sessions. Assessment of knowledge/skills may be made through the self-assessment process or by a competent and experienced practitioner.
5. The School Nurse will work within her limits of competence and not undertake any procedure/staff training for which she does not have the ability/knowledge to perform to a professional standard. In such situations the School Nurse will access appropriate care/information from relevant health professional colleagues.
6. The School Nurse will utilise the professional processes of reflection and clinical supervision to evaluate her skills/knowledge and intervention with respect to supporting children in school with medical needs.
7. The School Nurse will work in partnership with pupil, parents/carers and school staff to formulate appropriate current individual health care plans.
8. The School Nurse is professionally accountable at all times for her own actions whilst involved in the formulation of individual health care plans and staff training sessions.
9. The School Nurse is responsible for arranging appropriate training and guidance for the matrons.
10. The School Nurse is responsible for producing rotas for the staff in her department.
11. The School Nurse is responsible for updating relevant information about children on the school database.
12. The School Nurse is responsible for updating the parents on their child/children's welfare.
13. The School Nurse is responsible for taking children to the doctors.
14. The School Nurse is responsible for ordering medicines, for the safe storage of medicines and for checking medicine levels and dates.
15. The School Nurse is responsible for arranging First Aid training for staff and for maintaining and restocking First Aid kits around the school.

16. The School Nurse is required to provide First Aid and pitch side cover for rugby matches.
17. The School Nurse is responsible for overseeing laundry, linen, cleaning, mending and general boarding house routines.
18. The School Nurse is responsible for ensuring her own qualifications are up to date (P.R.E.P.) (35 hours over 3 years)
19. The School Nurse is responsible for liaising with other schools with regard to the sharing of information.
20. The School Nurse is responsible for setting up HPV clinics.
21. The School Nurse is responsible for arranging annual height and weight checks for all the children.
22. The School Nurse is responsible for arranging regular head lice checks.
23. The School Nurse is responsible for providing fully equipped medical bags and sick buckets for teams travelling away from school and school trips/outings.
24. The School Nurse is required to attend the Health and Safety Committee meeting on a termly basis.
25. The School Nurse is required to attend the daily morning meeting and pass the minutes on to the secretaries.
26. The School Nurse is responsible for organising cover when members of staff in the department are ill or unavailable for work.
27. The School Nurse is responsible for passing on messages where appropriate.
28. The School Nurse is required to oversee the register twice each day and to create a list of children who are not in school, those who are off games, additional boarders and children who are going out of school for any reason during the day.
29. The School Nurse is responsible for updating bus boards as appropriate throughout the day.
30. The School Nurse is responsible for carrying out asthma reviews and monitoring other health issues as appropriate.
31. The School Nurse is required to arrange emergency dental visits

32. The School Nurse attends New Children's Days to meet new children and parents and to ensure all health record cards are filled in and filed appropriately.
33. The School Nurse is responsible for liaising with Prescott surgery doctors and parents with regard to children.
34. The School Nurse is required to attend any school riding events.
35. The School Nurse is responsible for organising mouth guards for the pupils for the appropriate sports.
36. The School Nurse is responsible for organising medical cover for rugby festivals and tournaments.
37. The School Nurse should organise suitable training for staff in areas such as asthma, allergies etc.
38. The School Nurse should assist in the teaching of parts of the PSHE programme.
39. The School Nurse is one of the school's safeguarding leads and should attend appropriate training on this important matter.
40. The School Nurse should attend the necessary paediatric training courses.
41. The School Nurse oversees the use of the school's sanatorium.

The member of staff is also required to carry out any other duties that the Headmaster might reasonably request from time to time to facilitate the smooth running of the school.

Headmaster
April 2018