

THE TEAM

Our School Nurses work as part of our committed and supportive Pastoral Team, including Pastoral staff and School leaders, the Chaplain and School Counsellors. Between them the Pastoral Team provides essential pastoral care across the School reflecting warmth and professionalism in every aspect of their work. The School Nursing Team comprises of one Head Nurse, and three School Nurses, one at the Prep School site and two at the Senior School site. The team are committed to pastoral care and the welfare of children and young people and the wider school community.

THE ROLE

The School Nurse reports to the Head Nurse and will work closely with the School's Head of Mental Health and Wellbeing, Deputy Head Pastoral and safeguarding Team.

The School Nurse is a key member of both the Wellbeing and Medical Centre teams. Also responsible for the provision of first aid and general medical care for both pupils and staff, the School Nurse is extensively involved in upholding the safeguarding at the school.

The role would ideally suit an adult or paediatric registered nurse who has experience working with adolescents and dealing with minor injuries, including sports injuries and also managing medical conditions such as diabetes, asthma and food allergies. Previous experience working in a school will be beneficial but not essential. The successful candidate will need to hold current registration with the Nursing and Midwifery Council (NMC) and have at least six months post registration experience.

This permanent position is offered on a part-time basis of 27.5 hours per week, term time plus 1 week (36 weeks per year). Working hours are 9.00am – 3.00pm five days per week with a 30-minute unpaid lunch break each day.

This role will be primarily based at the Senior School in the heart of St Albans. However, as STAHS is part of the St Albans Education Group (STAEG), there may be occasions where you will be required to work at the STAHS Prep School in Wheathampstead or at a STAEG school.

The preferred start date for this position is April 2025.

RESPONSIBILITIES

The key responsibilities for this post are detailed below;

KEY RESPONSIBILITIES

Main Clinical Duties

- Support pupils to manage long term medical conditions e.g. asthma, food allergies, diabetes, epilepsy. This includes compiling Individual Healthcare Plans and Risk Assessments.
- Administration of non-prescription medication in line with School Medication Policy e.g. Paracetamol, Ibuprofen, Certirizine.
- Storage and administration of prescription medication for pupils with short or long term medical conditions, e.g. Antibiotics.
- Provide First Aid to pupils attending the Medical Centre e.g. sports injuries, head injuries, cuts/abrasions/burns.
- Liaise with parent/carer when referral to hospital/GP is identified as the most appropriate course of action.
- Consult 111 for advice, as necessary.
- Ensure prompt and safe collection of pupils when deemed too unwell to remain in school.
- Attendance at emergency situations e.g. anaphylactic reactions, **seizures**, potential fractures, and pupils too unwell to attend the Medical Centre.
- Attendance at medical emergencies at the nearby off site Sports Pavilion as requested by P.E staff. Ensure the correct emergency services are contacted e.g. 111/999 as appropriate.
- To notify the Head Nurse, Deputy Head Pastoral, staff and parents when relevant, of any communicable diseases.
- Restock non-prescription medication and other medical/first aid supplies as required, ensuring first aid boxes are replenished and kept in date.
- Ensure schools emergency medication e.g. Adrenalin Auto Injectors/Salbutamol inhalers are in date and available in key areas around the school.
- Support the Head Nurse to facilitate yearly staff flu vaccinations, delivered by the schools link pharmacy.
- Support the Head Nurse to facilitate and oversee the School Aged Immunisation Programme delivered by Hertfordshire Community Trust within the school.
- Assist with the training of teaching staff when appropriate e.g. Anaphylaxis training.
- Assist the Head Nurse in updating relevant policies/procedures.
- Attend team meetings, as required.

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RESPONSIBILITIES (continued)

Pastoral Responsibilities

- Support the emotional wellbeing of pupils and appropriately refer to/consult with the pastoral team for further support.
- Seek support from Head Nurse, Head of Mental Health and Wellbeing or Deputy Head Pastoral with immediate concerns e.g. pupil self-harm.
- Care for pupils in distress, including those suffering from panic attacks, anxiety etc. Ensure appropriate management and liaison with parent/carer as necessary.
- Alert the Head Nurse and safeguarding team of any concerns regarding individual pupils e.g. patterns/trends in attendance at the Medical Centre.
- Alert the Head Nurse and safeguarding team to any safeguarding concerns, record as per school policy.
- Build and maintain strong relationships with pupils, parents/carers with long term health conditions.

Record Keeping

- Monitor and keep accurate records on the School's Child Protection Management System (CPOMS).
- Maintain and record accurate medical records for pupils, keep them up to date and communicate relevant medical information with relevant school staff, when required.
- Maintain accurate records of accidents and assist the Head Nurse in compiling accident reports for the Health & Safety Executive and the School's insurers.

Professional Responsibilities

- Maintain nursing registration with the Nursing and Midwifery Council (NMC) and complete revalidation every 3 years.
- Provide appropriately high standards of nursing care.
- Attend mandatory training required for the role e.g. Safeguarding Children and any relevant training/forums to benefit the role.
- Maintain professional development to ensure compliance with NMC guidelines.
- Keep abreast of relevant medical and health developments and initiatives, and work closely with the Head Nurse and wider pastoral team.
- Maintain professional boundaries with pupils, parents and school staff.
- Uphold the values of the NMC Code of Conduct.
- Report care errors/incidents directly to the Head Nurse/Deputy Head Pastoral for investigation.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head, Bursar or Deputy Head Pastoral.

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents, alumni and friends. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE

- A nursing qualification (RSCN, RN-Child or RGN).
- Experience of working as a School Nurse, paediatric child care or community nursing.
- Registered with the Nursing and Midwifery Council (NMC) with current Pin Number.
- HSE recognised First Aid at Work qualification, desirable but not essential.
- Sports injury care, desirable but not essential.

SKILLS AND KNOWLEDGE

- Excellent nursing skills.
- Display excellent communication skills with an ability to produce clear, concise and timely communications and liaise in a professional, friendly manner.
- Ability to make clinical judgments independently based on observations and to use own initiative.
- Demonstrate strong administrative and organisational skills with a high degree of attention to detail.
- Display excellent inter-personal skills and the ability and desire to build strong positive relationships with pupils and parents, with a proven track record of working collaboratively with other members of a team.
- ICT literate, experience of CPOMS, iSAMS/SystemOne would be desirable but not essential.
- An understanding and knowledge of child protection within a school/young person's environment.

PERSONAL QUALITIES

- Good listener with caring nature and approachable.
- Diplomacy, discretion, professionalism and an ability to keep one's counsel as required.
- Ability to work independently and as part of a team.
- Proven ability to remain calm and professional at all times.
- Resilient and able to cope with the pressures of working within a busy school medical centre.

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PERSON SPECIFICATION (Continued...)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- A commitment to the ethos and strategic direction of the school.
- Strong support for the School's mission and values.
- Be a good role model.

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in them.