

FYLING HALL SCHOOL

Robin Hood's Bay

North Yorkshire

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School Nurse

FURTHER INFORMATION FOR APPLICANTS

Thank you for expressing an interest in working at Fyling Hall. The following job description will hopefully give you a comprehensive idea what the role will entail.

The successful candidate will be required to oversee all elements of medical provision at Fyling Hall School. This includes responsibility for day to day medical care, related school policies, record keeping, liaising with relevant agencies and staff training.

Our website provides even more information about the school, and if you wish to discuss the post informally, or visit Fyling Hall prior to application, please feel free to contact me. All applications will be acknowledged.

The closing date is Wednesday 20th February

Interviews to be held between Monday 25th February and Wednesday 27th February

Kind regards,

Steven Allen

Headmaster

School Nurse job description

Purpose of Job

To oversee all elements of medical provision at Fyling Hall School. This includes responsibility for day to day medical care, related school policies, record keeping, liaising with relevant agencies and staff training.

Responsible to

The headmaster, however in day to day matters the responsibility is to the Deputy Head (Pastoral).

Duties

- To work in a safe and professional manner at all times ensuring robust procedures for best practice are in place in line with the NMC Code.
- Talk with and support pupils as required.
- Adhere to the school's Safeguarding policy and liaise with relevant agencies
- Provide a confidential health advice service to pupils, signposting to outside services if necessary
- Deal with day to day medical issues as required. Make assessment of any further or follow up treatment required.
- Undertake new pupil medicals, referring to other agencies if necessary i.e. School Doctor, Opticians, Dentist etc.
- Maintain and review accident and administered First Aid records.
- Provide an expert resource for pastoral staff to ensure the health needs of pupils are met safely and effectively.
- Deliver training for non-medical staff to support pupils with long term medical conditions i.e. Asthma, Diabetes, Epilepsy and Anaphylaxis
- Responsible for the checking and stocking of the non-prescribed medicine cabinet.
- Monitor dispensed medicine book.
- Contact parents about any First Aid or medication given during the school day.
- Attend to and coordinate care of pupils ill in bed.
- Arrange and coordinate transport for Doctor or outpatient appointments
- Coordinate with parents and feedback about Doctor or outpatient appointments where allowed.
- Oversee qualified First Aiders, book qualification and renewal courses, keep staff informed.
- Conduct weekly nits check, record and liaise with parents if required.
- Induct house staff about the administration of prescribed medicines.
- Monitor administering and recording of prescribed medicines.
- Monitor (monthly checks) and replenish First Aid boxes.
- Order supplies for replenishing First Aid boxes.
- Follow the procedures for the safe disposal of clinical waste
- Work closely with boarding staff to maintain an overview of pupils' wellbeing.
- Liaise with all staff about problems or specific care pupils require.
- Produce medical care plans for those pupils who require them in liaison with parents and GP if required.
- Be aware of and maintain the recommended safe, storage, usage and disposal of medical supplies and drugs within the Medical Room and boarding houses.
- Coordinate external care with parents and outside agencies.

- Assess and refer any relevant pupils for external care.
- Check and maintain infection control supplies.
- Keep Medical and related policy updated (with support of SMT) to reflect most up to date ISI and regulatory requirements.
- Provide medical advice for trips as part of Risk Assessment process, including identifying any pupils who have specific medical needs and how they will be catered for.
- Delivery of Learning for life topics.

PROFESSIONAL AND ADMINISTRATIVE:

- Maintain nursing and medical records, both written and electronic, accurately and contemporaneously ensuring confidentiality is maintained
- Uphold the provisions under GDPR and the Data Protection Act 2018, and in line with school policies
- Maintain general office procedures.
- Ensure mandatory training requirements are met
- Adherence to the NMC Standards and Code of Practice
- Adherence to the National Minimum Boarding Standards for medical provision
- Keeping up to date with practice and professional development to ensure the requirements of the NMC revalidation process are met.

HEALTH AND SAFETY:

- Have involvement and awareness of health and safety issues within school affecting pupils, staff or the environment.
- Report and record accidents/incidents
- Ensure that a safe and secure environment exists for pupils and staff and meet the requirements under the Health and Safety at Work Act 1974 and C.O.S.H.H

LIAISON:

- Work closely with Senior Management Team, Doctors and House Staff to ensure seamless and continuous care, and with parents, academic staff and other departments as necessary.
- External agencies and services.
- Local GP surgery and pharmacies as appropriate.