

Job Description

School Nurse

Phoenix House International School

The School Nurse role involves liaison with pupils, parents, school staff and other health professionals as appropriate. The main duties and responsibilities are set out below, although the post holder is expected to undertake such other duties within their capabilities that may be required by the Head of School. The job description is subject to change.

- Manage and maintain oversight of the medical and welfare care for all pupils and staff at the school.
- Assessing day-to-day injuries and illness/sporting injuries and treating these in accordance with best practice/current health care guidelines.
- Advising parents/guardians/staff on appropriate treatment and referring to other services e.g. minor injuries/GP/A&E/119 as and when required.
- The provision of excellent wound care, using safe and clean infection control procedures.
- Administering medication as appropriate and according to school policies.
- Development and maintaining health care plans where appropriate and making these available to staff on a 'need to know' basis and add to iSAMs.
- To ensure the excellent organisation, safe storage and use of drug supplies within school
- Coordinate health check up programmes by liaising with local health authorities; arranging and managing communications with regards to consent and maintaining secure records where appropriate.
- Verify, update and distribute, as necessary, medical information about pupils.
- Collate information and consents from parents for new pupils joining the school and add to iSAMs.
- Maintain confidentiality at all times, record events as soon as practicable after they have occurred onto iSAMs.
- Respond to emails promptly and professionally, reassuring parents of the quality of care that pupils receive.
- Ensure medical and healthcare policies and procedures are reviewed annually, keep up to date with national changes and be proactive in developing new ones.
- Regularly checking first aid kits throughout the school, other emergency preparedness equipment and replenishing kits as needed.
- Supply first aid kits to staff for all visits out of school, including relevant medication.
- Ensure that the Operations Manager is aware of any accidents that require reporting and keep records of any incidents at the school.
- Conduct or arrange for relevant staff training in respect of health matters.
- Liaise with the Deputy Head of School on areas of specific pupil concerns.
- Liaise with parents on specific pupil concerns.
- Take responsibility for reviewing medical questionnaires for existing and new staff and pupils.
- Take responsibility for continuing professional development and arrange courses that are mandatory for the nursing profession and qualification.
- Other ad hoc duties as instructed by the Senior Leadership Team.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead in line with school policy or to the Head of School.

Other

- Liaise with CEAPS and be the point of contact for PH in relation to medical issues
- Liaise with external agencies and organisations as necessary, e.g. government health departments, local surgeries etc
- Be aware of changing Japanese law and new developments and innovations.

- Ensure that up-to-date guidance and procedures relating to medical matters are understood and implemented at all times.
- Carry out any other reasonable duties within the scope of the post as directed by the Head of School and BoD.

Personal Specifications

Qualifications

- A current, professional qualification and registration in Nursing or Registered Nurse with Paediatric experience.
- Good level of education.
- Paediatric First Aid.
- High level of interest in and passion for international school education
- Experience of contributing to medical policy development, implementation and review

Experience, knowledge and skills

- Experience of working as a Nurse, pediatric emergency or community nursing.
- Excellent verbal and written communication skills and a high level of computer literacy, particularly with Word and Excel.
- Experience of A&E nursing.
- Knowledge and understanding of sports injuries.
- Knowledge of health promotion, particularly in young people.
- An understanding and knowledge of child protection within a school environment.
- Previous experience of working in a school environment.
- Excellent communication skills. Able to produce clear, concise and timely oral and written communication at all levels.
- Excellent organisational skills.
- The ability to demonstrate an understanding of school protocols and policies and a full acceptance of the need for compliance.
- An understanding of the importance of Health and Safety and willingness to embrace the positive Health and Safety ethos within the school.
- Ability to work under pressure, prioritise tasks and manage time effectively in order to meet deadlines.

Disposition – evidence of

- Commitment to excellence and to significantly contribute to the success of the school
- Personal and intellectual qualities required to work alongside and set an example to others.
- Ability to work on own initiative and be proactive.
- Flexibility, drive, energy and enthusiasm.
- Approachability and a sense of humour.