



## JOB DESCRIPTION

### CRANLEIGH SCHOOL MEDICAL CENTRE SCHOOL NURSE

<b>Department:</b>	Medical Centre
<b>Responsible to:</b>	<i>Clinical:</i> The Medical Centre Clinical Lead <i>Administrative:</i> The Medical Centre Practice Manager
<b>Internal Relationships:</b>	Nurse colleagues, Medical Centre Practice Manager, Pupils, Matrons, House Parents, Teachers, Coaches, GP's, Sports Doctors, Physiotherapists, School Counsellor
<b>External Relationships:</b>	Parents/Guardians, Shere Surgery, local Pharmacy, Medical Supply companies

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#### 1. Professional Requirements

The school nurse is expected to:

- Maintain registration as a general nurse on the NMC register;
- Have relevant post-registration experience (e.g. A&E, School Nursing, Primary Health Care);
- Read, speak and write English accurately and clearly;
- Have annual updates on resuscitation and the use of AEF (automated external defibrillator).

#### 2. Purpose of the Role

- To work as part of a team of nurses providing a clinically effective, high quality service to pupils and first aid care to all members of the School community.
- To promote the Medical Centre as a welcoming and friendly place for pupils and staff.

#### 3. Clinical Duties

Provide a high standard of service, within NMC guidelines, to pupils, members of staff and any visitors while on site. This will include:

- Managing and assisting with daily surgeries, the organisation of treatment in the Medical Centre and the arrangement of treatment with other members of the multi-disciplinary team;
- Assessing, implementing and evaluating in-patient care for those admitted to the Medical Centre;
- Liaising/meeting with matrons/house parents, parents/guardians and other health professionals;
- Carrying out new pupil medicals;
- Ensuring concise record keeping via the use of NHS EMIS web system in accordance with NMC guidelines and maintaining professional office procedures;
- Providing first aid and emergency care (including sports injuries) and ensuring the submission of accident reports to the Director of Operations;
- Delivering a confidential counselling and health advice service (hayfever and asthma, diabetes, sexual health etc.);
- Operating procedures for the control of infectious diseases;
- Carrying out of routine childhood and travel health vaccinations;
- Following recommended procedures for safe storage, usage and disposal of medical supplies, drugs and clinical waste;

- Ensuring the implementation of infection control;
- Undertaking other duties as required by the Medical Centre Clinical Lead.

#### **4. Supervisory and Administrative Responsibilities**

The school nurse may be responsible for the overall functioning of the Medical Centre when the Clinical Lead is absent. Administrative duties include:

- Ensuring concise record keeping via the use of NHS EMIS web system in accordance with NMC guidelines and maintaining professional office procedures;
- Maintaining and checking treatment room equipment and stocks;
- Undertaking other duties as required by the Clinical Lead/Practice Manager.
- Take responsibility for applying a compliant data protection approach across all activities which involve personal data or data processing, in line with the School's Data Protection, Information Security and IT Acceptable Use policies.

#### **5. Personal and Technical Skills**

The school nurse is expected to be:

- a supporter of the Cranleigh School ethos;
- friendly, caring, approachable and able to communicate effectively both internally and externally;
- flexible to changing circumstances, able to use initiative and work without direction;
- able to undertake all the physical requirements of the role and use equipment according to health and safety guidelines;
- willing to attend ongoing clinical and IT training;
- calm and reassuring, especially in emergency situations;
- utterly discrete and capable of maintaining confidentiality;
- willing, polite, punctual and professionally welcoming;
- a team player who is able to work in harmony with others.

#### **6. Other requirements**

- Bank Cover  
Be prepared to cover and work as Bank when necessary.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.**