IFIELD SCHOOL

JOB DESCRIPTION – School Nurse

Name

POST School Nurse at Ifield School for pupils with Profound, Severe and Complex Special Educational Needs

SALARY Kent Range 7 to 8

LOCATION The post will be based at Ifield School which caters for pupils aged 5 to 19 with Profound, Severe and Complex Special Educational Needs, some of who have Communication and Interaction Difficulties.

PURPOSE OF ROLE
The primary purpose of the School Nurse is to support the medical needs of pupils on roll at the School.

You will work as part of the school team and under the direction of the Head of School and Assistant Director for Communication and Interaction to support the medical needs of the pupils by managing all medication in school and producing and maintaining health care plans.

ACCOUNTABLE TO:
1. Head of School
2. Assistant Headteacher.
3. Assistant Director for Communication & Interaction
4. Liaise with Class Teachers, Phase Leaders and Therapists.

RESPONSIBLE FOR:
No direct line management but you may be required to provide training and supervision to other staff.

RESPONSIBILITIES AND DUTIES:
This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The School Nurse will make the welfare and education of pupils their first concern, and is accountable for achieving the highest possible standards in work and conduct. The School Nurse should act with honesty and integrity to uphold comparable
standards to other education and health professionals. By demonstrating values and behaviours consistent with their professional role, the school nurse work with other education professionals within a common framework of expectations.

**PROFESSIONAL STANDARDS**

In addition to the Nursing and Midwifery Council professional standards of practice and behaviour, “The Code”, the School Nurse will be expected to adhere to the Ifield School professional standards which are set out in four strands.

**Personal and professional conduct**

**Knowledge and understanding**

**Teaching and learning**

**Working with others**

**Personal and Professional Conduct**

The School Nurse is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for a School Nurse.

The School Nurse upholds public trust in the profession and maintains high standards of ethics and behaviour, within and outside school by:

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.

- Having regard for the need to safeguard pupils’ well-being by following relevant statutory guidance along with school policies and practice.

- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.

- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.

- Committing to improve their own practice through self-evaluation and awareness.

**Knowledge and understanding**

The School Nurse will:

- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.

- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to contribute effectively to the adaptation and delivery of support to meet individual needs.

- Understand their roles and responsibilities within the whole school context.
**Teaching and Learning**  
The School Nurse will:  
- Promote, support and facilitate participation of all pupils in learning and extracurricular activities.  
- Use effective behaviour management strategies consistently in line with the school’s policy and procedures.  
- Communicate effectively and sensitively with pupils to adapt to their needs.  
- Maintain a stimulating and safe environment by organising and managing physical space and resources.

**Working with Others**  
The School Nurse will:  
- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.  
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.  
- Understand their responsibility to share knowledge to inform planning and decision making.  
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory staff, e.g. Speech and Language Therapist.  
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

**Other duties and responsibilities**  
- Set a good example in terms of dress, punctuality and attendance.  
- Attend team and staff meetings and training.  
- Be proactive in matters relating to health and safety.  
- To participate in the school’s Appraisal and to take part in arrangements for further training.  
- Undertake professional duties that may be reasonably assigned by the Head of School.  
- Manage all medication in school in a healthy and safe environment  
- Work with medical professionals including community school nurses, community children’s nursing team, physiotherapists, speech therapists, occupational therapists, paediatricians, dietitians and GPs.
• Liaise with relevant services regarding specialist equipment including wheelchairs and standing frames.

• Administer PEG tube feeds when required and provide training to staff who will do this in a regular basis.

• Provide suctioning when required and provide training to staff who will do this on a regular basis.

• Administer general first aid when required and provide appropriate response to medical emergencies including epileptic seizures

• Produce and update care plans for all pupils with medical needs

• Deliver medical training to school staff as appropriate and keep accurate records of staff competencies.

• Maintain medical records.

• Work closely with parents and staff

• Undertake other duties from time to time as the Headteacher requires.

• Maintain health and safety.

“Only the best for Ifield School”

Ifield School aims to provide an outstanding and supportive learning environment; one which allows everyone to realise their full potential, with high self-esteem and respect for others in the community, so that they are able to take their place in society with confidence and pride.

The Job Description may be reviewed at the end of the Academic Year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

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<tr>
<td>Executive Headteacher: Mrs P Jones, OBE</td>
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Skills and Experience Required

- Qualified Registered Nurse
- Evidence of paediatric experience
- Knowledge of epilepsy, suction techniques and gastrostomy / PEG feeds
- Knowledge of recent changes in health and social care
- Effective communication skills
- Good interpersonal skills
- Self-motivation and enthusiasm
- Ability to work on own initiative and as part of a team
- Ability to adapt to change
- Flexibility
- Ability to teach and train others
- Demonstration of a caring attitude to children and their parents and carers
- Ability to contribute to the decision making process
- Value the ideas and opinions of others