

PETER SYMONDS COLLEGE

Job Title: College Nurse

Job Purpose: To assess the health needs of students and deliver programmes of intervention.
To manage and deliver a nursing and first aid service at the college for staff, students and visitors.

Responsible for:

1. Providing an on-call medical presence at both college sites whenever the college is open including college events such as concerts, drama productions and shows.
 - Use own and other trained first aiders availability as required
 - Make medical and ethical decisions relating to consent and confidentiality
 - Liaise with appropriate named staff, the Counselling Team, the Study Support department and the pastoral teams
 - Signpost students
 - Assist with individuals' and parents'/carers' anxiety
 - Assess the medical needs of students/staff/visitors and triage as appropriate
 - Plan and assist the transfer of individuals to hospital or home as required
2. Supporting College first aiders in carrying out their duties.
 - Lead the first aid team
 - Provide additional training to staff on both sites
 - Ensuring that first aiders are aware of the needs of a critical group of students
 - Provide additional support to first aiders and other staff dealing with students with particularly challenging needs
3. Assessing students with particular health needs before they join the College and during their time here, designing appropriate procedures to meet these needs, referring on to the pastoral team, Study Support, Student Services or Counselling Team as appropriate. To re-evaluate those needs and plans as requirements change.
4. Training teaching and support staff in day to day management of students with particular health needs, including contributing to training for handling and personal care.
5. Providing guidelines to class teachers and trip leaders on critical actions for individual students with known medical conditions.
 - Produce risk assessments for students identified from medical records as requiring them for off-site trips.
6. Supporting vulnerable students and arranging referrals where necessary.
 - Manage the health and welfare of students with significant medical conditions
 - Liaise with and inform appropriate staff with guidelines on treatment in event of an emergency
7. Liaising with parents/carers, GPs and the emergency services regarding student health and welfare incidents
 - Work with community nurses, doctors and external agencies, supporting vulnerable students and arranging referrals where necessary
 - Provide advice and support to parents and carers on physical and mental health related issues concerning their young person
8. Promoting health services to students and assisting with access to those services e.g. contraceptive clinics.

9. Contributing to the design and implementation of support plans by working with the Head of Study Support and multiagency teams.
10. Maintaining a record of all trained first aiders (First Aid at Work qualified) and Appointed Persons.
 - Arrange for re-qualification, bounty payments, refresher training etc.
 - Through Staff Development Officer, arrange courses to ensure sufficient trained first aiders are available at both sites
11. Maintaining appropriate student records from enrolment information and subsequent student updates
 - Screen all returned medical forms through admissions process, passing to named staff e.g. Study Support
 - Produce the master list for MIS of all students with notifiable medical conditions.
 - Maintain a database of student medical information.
 - Liaise with Student Services, the pastoral team and parents (where necessary) to ensure that data is accurate and special needs (e.g. Epipens) are catered for.
 - Assist Faculty Administrators with sickness absence records for students
 - Update the student record, via the Staff Intranet, when there is a significant intervention
12. Conducting return-to-college interviews with students returning from sickness absence.
 - Liaise with the Head of Study Support to ensure adequate arrangements are made for students returning with temporary physical disabilities.
 - Liaise with Faculty where arrangements are required for home learning via Intranet/parent portal
 - Liaise with the boarding students' doctor and house parents where care and/or medication are required for treatment of illness or injury.
 - Complete Personal Emergency Egress Plans
13. Maintaining a database of first aid call-outs.
 - Assist the AP/Bursar's Assistant with the AIMS database and LIMS reporting system.
14. Reporting on student and staff accidents and incidents as per HSE and College procedures.
 - Attend Health and Safety Meetings
15. Maintaining first aid stocks, ensuring boxes are kept stocked and providing sports aid bags and first aid kits for off-site trips and activities. Ensuring the safe storage and administration of prescribed medicines in accordance with policy.
16. Assisting Student Services in health related campaigns.
17. Contributing to the implementation of good practice in the safeguarding of children and young people, in liaison with the Assistant Principal (Students) and other designated Child Protection Liaison Officers.
18. Delivering the practical first aid related sections of Curriculum Subjects.
19. Attending courses, seminars and workshops to remain current in the described roles.
20. Representing the college at first aid related events and activities.
21. Offering occupational health advice to staff where appropriate.
 - Liaise with Personnel Department/Faculty Administrators
 - Identify trends in presenting illnesses and notifiable diseases
 - Link with Health Protection Agency as required
22. Any other duties that may be reasonably required by the Principal.