



## **POSITION DESCRIPTION SCHOOL NURSE / TAPUHI KURA**

The Nurse's principal responsibility is to provide first aid to students and staff. This may involve contacting parents to ensure the student is taken home. (Note: parents are responsible for making decisions as to referral to medical professionals where necessary.)

The School Nurse is responsible to the Hauora Lead (SMT member).

The overall responsibility of the school nurse is to:

1. Provide first response nursing care for the students (Pre School to Year 13) and staff – ensuring follow up care when required i.e., notifying parents, emergency services etc.
  - Provide first aid, mainly comprising providing analgesia (if students are permitted this) and administering bandages / plasters to minor scrapes and cuts.
  - Inform the Head of School and the Principal of more serious injuries.
  - Inform the main reception, the Principal and the Hauora Lead if an ambulance has been called.
  - Provide on-going support to students with known medical issues (i.e., diabetes, asthma, and epilepsy etc.) where immediate assistance is required
  - Inform Year Level Deans of injuries / other issues if appropriate.
  - When students need to go home because of illness or injury:
  - The nurse has the responsibility for contacting parents and supervising ill students until such time as they can be collected by a parent / caregiver (Years 7 – 11 students) or are able to go home (Year 12 and 13 students may go home on their own after parents have been contacted)
2. Maintain student health records and fill out accident reports when necessary.
  - Student Health/Medical details to be accurately maintained and updated as required.
  - Actions taken as a result of a nurse visit are recorded in the school's management system (FACT). Reports may also be entered by the Nurse on Operoo (digital medical information system).
  - Care Plans for high risk students are completed and updated regularly. E.g. Action Plan for Anaphalaxis and Diabetes Action Plans.
  - The Accident Register is updated for Board meetings and the Health & Safety Committee is advised at meetings.
  - Complete ACC documentation if and when required.

### 3. Other duties:

- 3.1 Refer students with non-physical (psycho-social) injuries and/or serious physical injuries which give rise to safety concerns to the relevant people / authorities:
  - school's counsellors
  - Hauora Lead/ Principal
- 3.2 Attend regular scheduled Health Team Meetings and Health and Safety Committee Meetings. The nurse is required to attend these meetings and will be paid if these take place outside the nurse's normal working hours.
- 3.3 Provide advice re health education issues as requested to supplement the School Health programme.
- 3.4 Attend on / off site school events to provide first aid as required. Specific school activities requiring Nurse attendance include, **but are not limited to**:
  - Athletic Sports – Newtown Stadium or similar (8.30am – 3.00pm)
  - Swimming Sports – Kilbirnie Pool or similar (8.30am – 3.00pm)
  - Carol Service – Cathedral of St Paul's (7.00pm – 9.30pm)
  - Prizegiving – Various venues around Wellington (7.00pm – 9.30pm)The nurse is required to attend these events and will be paid where this attendance takes place outside the nurse's normal working hours.
- 3.5 Oversee supplies for Health Centre and first aid kits. Liaise with administration staff re: restocking and management of first aid kits. Oversee provision of first aid kits by administration staff for School events or outings.
- 3.6 Liaise with administration staff re: procedures for dental forms, vision testing, hearing testing, vaccinations (Gardasil / other) etc.
- 3.7 Liaise with the Regional Public Health Nurse Team.
- 3.8 Maintain a tidy and welcoming environment in the Health Centre including sick bay. Manage the linen requirements of sick bay and keep this tidy, clean and sanitary.
- 3.9 Keep updated pamphlets and Health agency contact details. Ensure this information is readily available for students.
- 3.10 Maintain regular contact with the Heads of Schools through Health Team meetings.
- 3.11 Maintain responsibility for your own personal development to comply with Nursing Council registration and maintain current registration.
- 3.12 Check the AED is OK on a regular weekly basis.
- 3.13 Undertake any other duties as requested by the Head of Hauora, any other member of SMT and the Principal.

#### **Hours of work:**

Term time, 9.30am – 2.00pm with half an hour's unpaid lunch break to be taken at some time between 11.30am and 12.30pm.

**The nurse must be available during School break times (10.25am – 10.45am) and lunch times (12.35pm – 1.35pm).**