



**JOHN PAUL
COLLEGE
ROTORUA**

Job Description: School Nurse

The School Nurse will provide an efficient, caring top-level health service for students and staff that contributes to the ongoing success of John Paul College.

Employment Contract: Support Staff in Schools Collective Agreement
Conditions: Term-time only, Permanent
Hours of work: 27.5 hours per week, Monday – Friday
Reports to: Deputy Principal Wellbeing Kaihautū Māori
Functional relationships: Students, support staff, teaching staff, students, parents/caregivers, visitors

Key Tasks	Performance Areas
Supports Special Character	<ul style="list-style-type: none">• To work as a member of a team, contributing to the Special Character of the school• To be an appropriate role model for the students• To model the ideals and behaviour's that exemplify the principles and vision of the school
Healthcare to Students and Staff	<ul style="list-style-type: none">• Administer first aid and immediate care to students and staff in event of sickness or injury during school hours• Recommend appropriate course of action• Contact students parent/caregiver if treatment given• Develop healthcare plans for students where necessary• Keep all medicines safe and locked away• Ensure written approval (as noted in Kamar) is registered before dispensing Panadol• Ensure written approval is given for dispensing other medicines• Facilitate referral of students, immunisations etc..• Advise students on personal hygiene on a one-to-one basis• Prepare first aid kits for where requested for school activities and sports teams• Inform Dean (in accordance to schools policy's) of any students health needs and make recommendations• Update medical details into Kamar as they become available• Co-ordinate doctors visits

Reporting	<ul style="list-style-type: none"> • Accidents are to be referred to ACC • Complete appropriate ACC forms and send copies to ACC • Record an injuries of incidents on the schools Incident and Injury Report • Make an assessment on the injury or incident and report to the Deputy Principal Human Resources • Follow up with parents/caregivers on serious injuries • Maintain documentation of student movement in and out of the sickbay
Other Duties	<ul style="list-style-type: none"> • Serve as liaison between school personnel, family and healthcare providers to ensure a healthy school environment • Oversee infection control measures • Liaise with the health coordinator on a regular basis • Liaise with the Public Health Nurse, guidance counselors, campus doctor to ensure students and staffs wellbeing is maintained • Check defibrillator's each term • Participate in Health Education programmes • Keep up to date with healthcare in the community • Work closely with the Counselling Team
Sickbay	<ul style="list-style-type: none"> • Keep sickbay in a tidy, clean, well maintained area • Report any cleaning or maintenance issues where relevant • Maintain adequate supplies of stock • Organise cleaning of linen
Administration	<ul style="list-style-type: none"> • Back up for Student Services where required • Cover Student Services lunch break • Answer phone and email enquiries in timely and friendly manner • Fill in and other Administrative areas when required • Undertake other duties and projects from time to time as requested by manager
Customer Service	<ul style="list-style-type: none"> • Establish good working relationships with staff • Professional and timely response to all enquiries
Health & Safety	<ul style="list-style-type: none"> • Complies with the Health and Safety legislation, Schools policies and procedures • Follows safe working procedures • Reports hazards promptly • Knows what to do in emergencies

Person Specification

Support to the special character of the school

Qualified enrolled or registered nurse

Previous experience in a school environment advantageous

Good knowledge or willing to learn youth health

A good working knowledge of MS products, i.e. Word and Excel, plus gmail and google doc's

Personal Attributes

Excellent listening skills

Caring, compassionate and sympathetic

Excellent communication skills

Keeps confidentiality

Professional

Honest and trustworthy

Ability to be able to interact with all levels of people

Works well both individually and as part of a team.

Be highly motivated and enthusiastic

Multi-tasker

Positive attitude

Good work ethic

Signed: _____ (Employee)

_____ (Manager)

Date: _____