



School Nurse

Position title	School Nurse
Department	Corporate Services
Position reports to	Corporate Services Manager
Direct reports to position	Nil
FTE	Part time (8:00am – 4:00pm) in Term Weeks. Non-term weeks as required by agreement
Classification	Level 6

Purpose of the Role

Provide timely and effective nursing care and first aid treatment for students and staff during term time.

Key Aspects of the Role

- Administer medications as required to staff and students in line with School Policies.
- Administer injectable and restricted medications with doctor's prescriptions in line with School Policies.
- Provide first aid, wound care and first aid care to students as required in line with School Policies.
- Be the first point of reference of First Aid and other health matters by providing basic First Aid and assessments of students and staff, including pre-camp briefings and students' medical management updates including liaising with and providing advice to staff who will be in attendance on camps or other off-site activities.
- Liaise with parents prior to camps and overseas trips regarding medical and healthcare needs for their child.
- Maintain an accident and injury register in Synergetic of students and staff treated.
- Prepare and manage medical data and records of workers' compensation cases.
- Manage the First Aid room ensuring that:
 - all medicines are held in accordance with School Policy and directions relevant to the medicine;
 - all student medical alerts are up to date;
 - Universal Infection Control practices are being followed;
 - equipment is operational and well maintained.
- Attend school sporting carnivals as the First Aid Office.
- Provide assistance as per management plans for ongoing health problems e.g. Asthma, Anaphylaxis, Diabetes, Allergies, Epilepsy.
- Liaise with parents/guardians, Heads of School and staff regarding the health needs of students as required (including the development of health-based Wellbeing Profiles and/or Modification of Program Profiles).



SOUTHERN CROSS
GRAMMAR

- Manage and deliver, where applicable, first aid and CPR, anaphylaxis, asthma and other relevant health training for staff including conducting auto injector verification sessions to staff as required.
- Maintain accurate and timely Synergetic records pertaining to staff training and compliance.
- Maintain accurate Synergetic staff and student medical records including medical history, incidents and treatment reporting.
- Coordinate the planning and implementation of the Immunisation Program and the Staff Flu Vaccination program.
- Manage the administration, stock control and ordering of supplies.
- Maintain School First Aid kit requirements.
- Review and recommend updates to all medical related School Policies.
- Maintain a register of incident and regularly report to the Occupational Health and Safety committee
- Member of the OH&S or Critical Incident Committee.

Key Contacts

- Principal
- Corporate Services Manager
- Other Executive staff members
- Staff and school community
- Students
- External providers and suppliers

Work Health and Safety

Staff are required to:

- Take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.
- Demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the school's health and safety policies and procedures.
- Participate Work Health and Safety related training.
- Promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe.

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct, and any other policies and procedures relating to child safety.



SOUTHERN CROSS
GRAMMAR

- Undertake training to maintain compliance with all child safety legislation, standards and regulations.

Key Capabilities

- Ability to demonstrate a commitment to providing high quality nursing care.
- High level of interpersonal skills in dealing with students, parents and staff.
- Ability to maintain confidentiality (including compliance with legislative requirements and Health Privacy Principles).
- Proficient in Microsoft Office products including Word, Excel, Publisher and Outlook.

Desirable

- Previous nursing experience in school environment.
- Proficient in Synergetic.

Qualifications and Position Requirements

- Current Working with Children Check and National Police Check.
- Current Victorian Nurses Board Registration - Registered Nurse.
- Current First Aid and CPR Qualification.
- Current certification in relation to Asthma, Anaphylaxis and allergy care, Anaphylaxis Verification, Epilepsy and other medical conditions as required.

Conditions of Employment

- Southern Cross Grammar is an equal opportunity employer.
- This position is part –time 0.6 FTE.
- Salary packaging benefits, staff professional learning and leadership opportunities.