Waverley Christian College

Position Description

2015

Position: School Nurse

Campus: Narre Warren South

Employment Status: Casual

Reports To: Head of Campus

Role:
The school nurse provides all primary nursing care for students. The nurse provides first aid, emergency treatment/maintenance treatment and health counselling for students of the College community. The First Aid offices are open daily during school term. The Nurse will act independently within the guidelines of current practice for their level of certification. The Nurse reports to the Head of Campus and has a key working relationship with the other office and campus staff.

Position Requirements

Required qualifications and experience:
- Current Victorian Nurses Board Registration - Registered Nurse Division 1 or enrolled nurse and medication endorsement
- Previous experience could include a role as a School Nurse or General Nursing
- Cardio-Pulmonary Resuscitation Certificate

Required Certification:
- Anaphylaxis certificate
- Apply First Aid certificate

Other:
- Experience in working in an environment that involves dealing with a wide variety of people in a personable, involved manner
- Ability to manage the day-to-day work flow in an intelligent and flexible way, allowing for the many unscheduled interruptions that occur
- The ability to make decisions, and handle unexpected situations in a mature and professional manner
- Be self-directed, yet able to work as a member of a team

Ministry Specifications

First Aid
- Providing general health care to students as appropriate to their needs and the situation
- First Aid treatment to the school community
- Administer medication to students, which is supplied by parents/guardians
- Notifying parent/s and next of kin
- Liaise parents/guardians, family, teachers and Heads of School as necessary about the health needs of students
- Support activities, e.g. Sports Day, Presentation Night, etc.
- Ensure cleanliness and tidiness of First Aid Rooms, including bedding, etc.
- Maintain and order First Aid supplies

Medical Records
- Obtain and maintain medical records for students including emergency contact number for students and staff
- Report and document incidents

Position Description prepared on 17/02/2015
**STUDENT MEDICATIONS**

- Maintain a record of student medications
- Notify parents when supplies are running low or out of date
- Identifying students with significant health issues and adhere to their doctors recommendation of management of their health issued in the school environment

**GENERAL**

- Provide support to the General Office (answering telephones, attending the front window, photocopying, etc.) and other Administrative staff members/areas as required
- Flexibility in taking on varied tasks as required
- To ensure all OHS guidelines are complied with
- To actively pursue best practice in the areas of responsibilities, through professional development
- Adherence to College policies and practices

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Your duties may be varied by the College from time to time in accordance with the College’s operational requirements.