

ROLE DESCRIPTION

Title:	School Nurse
Date reviewed:	January 2024
Reporting to:	Office Manager
Supervised by:	Office Manager
Liaison with:	Students, Staff Members & Parents
Department:	Support Services
MEA	NSW Christian Schools General Staff Multi-Enterprise Agreement
Classification:	Level 5 (Nursing Services Grade 1)
FTE:	8am – 4pm, 39 weeks per year

Qualifications/skills:

- Minimum of 3 years' experience as a Registered Nurse
- Current Registered Nurse registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- A Current Paid Working with Children Check clearance for a paid employee
- An intermediate level of computer skills
- Experience in a school environment and/or Postgraduate qualifications or training in adolescent/child health is desirable

SUPPORT STAFF MISSION STATEMENT

To provide excellent operational support to OFG Board, staff, parents and students in a personal and professional manner, equipping them to successfully fulfil their roles within the School.

RESPONSIBLE FOR

The smooth running of the First Aid Room of Oxford Falls Grammar, ensuring appropriate first aid is provided to students, staff and parents as required.

KEY RESULT AREAS

Specific Accountability	Performance Standards
First Aid	<ul style="list-style-type: none"> • Provide appropriate First Aid care to students, staff and visitors to the school, as required • Contact parents when students need to go home, need additional medical assistance, to get further information about a student, or to inform parents of an incident • Call emergency services when required • Liaise with school staff concerning student medical issues, including referring of students to School counsellor and/or welfare staff • Provide First Aid and Asthma kits for school activities

	<ul style="list-style-type: none"> • Ensure medication for high-risk students is taken to off-site events • Attend School off-site Sports events to manage the provision of First Aid as required • Organise and assist with student vaccination program as required • If an NSW Health Authorised Nurse Immuniser (ANI), organise and administer annual flu vaccinations for staff if required • Administer physical disability component for NCCD student funding, if required
Administrative duties	<ul style="list-style-type: none"> • Keep accurate and detailed records in the school database of students' visits to the First Aid Room, including any medications given • Ensure incident reports are completed and filed where necessary • Inform parents of possible insurance claims for injuries sustained by their children at school • Formulate First Aid Room policies and procedures • Record all student medical information in school database • Inform parents via the School Portal when health issues arise • Keep high-risk students' Action Plans up-to-date and staff members informed • Enter students' vaccination status • Report to WH&S meeting each term • Report to Director of Compliance any concerns regarding school safety • Assistance with Main Office administration duties when required • Other duties as directed by the Office Manager
Maintenance of First Aid Room	<ul style="list-style-type: none"> • Ensure First Aid Room is kept clean and tidy • Manage the First Aid Room stock and order supplies as necessary • Check medications are in date and notify parents when replacements are needed • Check Defibrillators are always ready for use • Keep a stock of clean, spare uniforms for students who have damaged or spoiled their uniform • Organise washing of sheets/towels/blankets etc
Staff Training	<ul style="list-style-type: none"> • Organise Staff first aid training, including first aid, CPR, anaphylaxis, diabetes, asthma, epilepsy as required