

Papakura High School

Job Description- School Nurse

Role Summary

The school nurse is an essential part of the Wellness Centre providing health care for the students, staff and visitors of Papakura High School.

School based registered nurses utilise nursing knowledge and complex nursing judgement to assess health needs and provide care and to advise and support people manage their health. They practice independently and in collaboration with other health professionals, perform general nursing functions and direct and delegate enrolled nurses, first aiders and others.

Primary Objectives

To meet the needs of students and staff using contemporary nursing care which is safe, appropriate and effective. The care is based on comprehensive assessment, ensures continuity, and is patient/consumer focussed, culturally sensitive and evidence based.

This will be achieved by the provision of on-site health services and will incorporate:

- The provision of health services to all students and staff within nursing scope of practice
- Referral to health and social agencies for appropriate health and social interventions
- Supporting the delivery of health services to students by other health professionals
- Supporting students to take responsibility for their own health care and to promoting the appropriate use of health services
- Achieve Ministry of Health requirements

Experience and Knowledge

- Registered nurse with a current practising certificate and First Aid Certificate
- Able to perform health assessments on students
- Experience in, or postgraduate study of related areas- accident and emergency, primary health care, child and/or adolescent health
- Evidence of level of clinical skills, competency and leadership as documented in a professional portfolio
- Has a desire or shows evidence of an ability to work effectively as a member of a multi-disciplinary team
- Demonstrates the ability to advance the delivery of reliable and relevant professional school health services to promote optimal health and learning outcomes

Personal Attributes

- An interest and respect for working with young people
- Displays energy and drive and persists in overcoming obstacles
- Reliable
- Is computer literate, with excellent written and communication skills
- Meets the criteria to be approved as an ACC Designated Provider
- Strong organisational skills, including the ability to manage conflicting priorities

- Understands the importance of confidentiality and advocacy
- Is able to work independently and also as part of a team
- Is culturally aware and able to work cross culturally
- Is proactive and displays initiative
- Non judgemental, empathetic
- Has good decision making skills
- Actively listens
- Empathises with others and considers their needs and feelings

Key Tasks

Provision of Primary Health Care

- Provide emergency first aid to students and staff with referrals to as required, follow up.
- Ensure that the Wellness Centre is stocked with first aid supplies and equipment. Maintain first aid kits for school trips, and each block within the school. Keep emergency equipment is current
- Students personal medication to be labelled and form for permission to give signed by caregiver
- Ensure Wellness Centre is clean and tidy at all times
- Complete Yr 9 Assessments for all Yr 9 students and where possible new enrolments

In School Consultation and Networking

- Be an active member of the health and wellbeing team, providing input and referral where necessary
- Ensure staff members are aware of relevant health issues of students (with students consent)- document in KAMAR
- Keep KAMAR attendance record up to do
- Communicate with Kaiarahi, Senior Leadership team and other relevant staff in instances where information regarding discipline issues is disclosed by students
- In all cases of suspected sexual, physical or emotional abuse, refer details to health and wellbeing team immediately.
- Distribute information to staff and students in support of community and national initiatives in the event of a health crisis
- Support school health education programmes as required
- Be accountable for daily organisation to the Deputy Principal for pastoral care

Home and Family Liaison

- Establish and maintain contact between families, caregivers and school
- Where necessary, educate families regarding the importance of taking responsibility for their children's health requirements
- Provide services that are culturally sensitive and respectful of family values and diversity
- Make relevant referrals to the health and wellbeing team and social services

Professional Liaison

- Establish and maintain contact between school and health professionals. Assist these professionals as necessary and make appropriate referrals

- Organize school blood donations and staff influenza vaccinations on an annual basis

Administration

- Maintain computerised daily student contact and treatment records and ensure these are kept up to date
- Follow any Health and Safety requirements and complete accident register/incident forms for any accidents or serious harm that occurs in school
- Provide the Principal with Health and Safety statistics and details for reporting to Board of Trustees on a monthly basis
- Ensure personal records and other sensitive materials are securely stored
- Check all new students enrolments in order to identify health needs, red flag students whose health needs should be known by staff, discuss with parents any additional information which is needed for the students' wellbeing while at school
- Communicate with staff regarding any additional health issues as relevant

Professional Development

- Maintain and provide proof of current Nurses' Practising Certificate
- Maintain Registered Nurse compulsory professional development hours relevant to school nursing
- Attend School Nurse study days, cluster meetings and other events arranged by CMDHB