



Nagle College

Bairnsdale

Position Description

Position:	School Nurse
Reports to:	Student Support Leader
Classification:	Education Support - Category B, Level 3
Employment Status:	Ongoing / Full time or part time

Mission

'A Faith Filled Learning Community, Striving for Excellence'

Nagle staff support the aims and objectives of our Catholic school by embracing the values and teachings of the Gospel. As a result, staff are supportive, welcoming and lead by example. Staff are passionate about their career and positively contribute to the emotional, social, academic, and environmental well-being of our College community.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

This position seeks to develop a positive set of relationships with all school personnel and the wider community with a commitment to all School activities.

The key role of the school nurse is to support the health and wellbeing of students and staff. Working within the values of the Catholic faith, the School Nurse will provide a range of health promotion and primary prevention in secondary schools. Through identifying and building on existing school initiatives and providing appropriate preventative health care, the school nurse assists the school to better support the health and wellbeing needs of all students.

The role encompasses:

- Health services delivery
- Health promotion and primary prevention
- School community development activities
- Small group work focusing on health-related discussion and information
- Individual student health counselling
- Advice and referral to assist young people in making healthy lifestyle choices
- General support of the Student Services Team as directed by the Student Services Leader or relevant line manager.

The School Nurse is a member of the Student Services Team, working collaboratively to address student health and wellbeing issues.

The School Nurse may be involved in supporting the development of health related curriculum and policy, the delivery of health education in partnership with teachers, providing input in to school planning processes, and the delivery of individual and group programs for students.

The School Nurse is responsible for developing and maintaining medical records and action plans of students, managing medical supplies and first aid packs for College excursions and events, as well as managing a first aid room with the requisite policies and procedures.

Professionalism, confidence, presentation and a calm, positive attitude under pressure must be maintained as well as the ability to maintain high levels of discretion and confidentiality in all circumstances.

Key duties and responsibilities:

Includes but are not limited to:

- Manage first aid needs of students and staff on a daily basis.
- Application of first aid, and management of chronic health conditions, for example, but not limited to Type 1 Diabetes, Epilepsy, Anaphylaxis and Asthma.
- Coordinating management of medical emergencies occurring within the School.
- Coordinate the Immunisation Program for students, including the Staff Flu injections.
- Management of all medications and first-aid supplies and kits, dispensing of medications as per School and legislative requirements.
- Maintaining information and data bases of medications and relevant student information.
- Effectively communicate with parents/carers regarding medical conditions/injuries and medication requirements.
- Liaise with families, teachers, and external healthcare providers to ensure coordinated care for students with ongoing medical needs.
- In consultation with external providers, lead and co-ordinate staff training in the area of First-Aid and specific areas but not limited to Diabetes, Asthma, Epilepsy and Anaphylaxis, in accordance with compliance requirements.
- Responding to inquiries as to the first point of contact for student medical needs.
- Liaise with health care professionals as required.
- Work with the SEED team as part of a multi-disciplinary Student Services Team.
- Manage medical and health records, ensuring that all consents and incidents are accurately recorded as per school policies and procedures.
- Together with the SEED team members, manage the documentation and parental consultation for students included in NCCD under the Physical category.
- Comply with School and Legislative requirements through undertaking required compliance and administrative functions.
- In consultation with other SEED/Student Services Team members, work closely with relevant staff members and external providers to implement strategies to support students of concern in relation to their medical/medication needs.
- Assist with any medical audit requirements the school needs to complete periodically.
- Support the Student Services Team by helping to relieve Student Reception if required or for assigned breaks.
- Perform other duties as directed by the Principal, or member of the College Strategic Leadership Team.

Child Safeguarding

- Be involved with Mandatory Reporting process or support a staff member to make a mandatory report, as required.
- Be familiar with and comply with Nagle College's ChildSafeguarding Policy and Code of Conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a culture and environment that ensures students are Safe, Happy and Successful.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Development

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Support the ethos, values and vision of Nagle College as a Catholic school in the Salesian charism.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.
- Demonstrate positive professional and collegiate relationships with colleagues.

Organisational Relationships

The School Nurse has a number of key internal and external relationships.

Reports to: Business Manager / Deputy Principal – Students – to be determined

Supervisors: No direct reports

Internal liaisons: Principal, Executive Strategic Leadership Team, Director of Students, Student Support Leaders Compliance Officer, Manager, students, teaching and other Education Support Roles

External liaisons: Student Services Team, Pastoral Team, Strategic Leadership Team, Compliance Manager, Staff, Students, Families.

Judgement and Decision Making:

This role will require problem solving skills that involve the identification and analysis of diverse problems and will apply appropriate technical training and expertise to decision making.

Skills & Competencies

Possessing the following skills and competencies are critical to being a successful School Nurse at Nagle College and therefore form the basis of our key selection criteria.

- A sensitivity and understanding of the Catholic ethos as it relates to the Church’s mission in education.
- **Qualifications and Compliance** – Current Victorian full registration as a Division 1 Nurse with the NMBA, valid **Employee Working with Children Check**, and willingness to undergo a **National Police Record Check** every five years. Post-basic qualifications and mental health industry experience are desirable.
- **Clinical Knowledge and Experience** – Knowledge of adolescent health issues, mental health, child protection protocols, and awareness of practice standards, including the **Code of Conduct and Ethics** for registered nurses. Experience working within a school environment is highly desirable.
- **Administrative and Technical Skills** – Demonstrated administrative experience, including intermediate-level computer skills, document management, and experience using data management systems to log and review patient records (highly regarded).
- **Personal Attributes** – Highly developed interpersonal and communication skills, compassion for student wellbeing, attention to detail, ability to work independently and collaboratively, capacity to multitask, prioritise workloads, and maintain high levels of discretion and confidentiality.

The successful applicant will be required to undergo a National Police Record Check and Working with Children Check

Vision Statement

“I have come that they may have life, and have it to the full” John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life.