

Position: Temporary Nursing & Welfare Assistant

Responsible To: School business manager and
SLMT member with responsibility for Child Protection

Overall Purpose to the job:

The Nursing & Welfare Assistant will provide a nursing; confidential pupil care and health & hygiene service to all pupils. In addition, the incumbent of this post will act as part-time technician to the Home Economics and Reprographic Departments.

Main Duties and Responsibilities:

1) Run the sick bay

- ❑ Organise sick bay facilities and resources such as nebulizers; blood monitors; hypo pens; sports injury equipment and first aid consumables
- ❑ Respond to any accidents; sports injuries or medical emergencies until doctors or ambulances arrive at the school; brief medical or ambulance staff on emergency treatment applied
- ❑ Maintain stocks of medication supplied by parents for daily issue to pupils either by injection or oral application. E.g. insulin; inhalers; pain control etc.
- ❑ Regularly check dates of pupil medication and inform parents of new medicine stocks required
- ❑ Keep staff updated where appropriate
- ❑ Maintain a stock of medication for general first aid use
- ❑ Check pupil's allergic reactions to medicines and obtain parent permission to treat minor injuries
- ❑ Observe all best practice child protection procedures when treating pupils and get parental permission as required
- ❑ Accompany pupils to clinics or hospital when required and contact parents of sick, injured or distressed pupils when appropriate
- ❑ Maintain records and systems required by sick bay policies & procedures including maintenance of relevant Sims.net records

2) Health promotion

- ❑ Meet with SELB Nurses on healthy living promotions and use posters around the school to educate pupils on personal hygiene; healthy lifestyle and healthy eating practices
- ❑ Advise pupils who request guidance on acne ; head lice etc. and send letters to parents on head lice precautions

- ❑ Respond to pupils in distress who want to discuss personal issues confidentially; follow child protection procedures on disclosure with the schools child protection officer.

3) Part-time Technician; Home Economics and reprographics

- ❑ Support teachers in these subjects by preparing and setting up various types of materials and equipment in class rooms
- ❑ Ensure materials required by both subjects are purchased and maintained to meet teacher's lesson requirements
- ❑ Support teachers in maintaining class health & safety; housekeeping and hygiene
- ❑ Copy and scan all materials as left in resources as per teacher instructions.
- ❑ Assist in other department as and when necessary

4) Other duties of the Pupil Welfare and Nursing Assistant

- ❑ The Pupil Welfare and Nursing Assistant will carry out a number of general administrative duties including:-

Word processing; photocopying; recording; pupil supervision and Chapel Arrangements.

- ❑ The Pupil Welfare and Nursing Assistant will engage in an Annual Performance and Development Review (APDR) with the designated line manager and agree a plan of personal development and training in support of mutually agreed needs and opportunities.
- ❑ Attend all training courses and ensure all training is kept up to date and in line with school guidelines.
- ❑ Any other appropriate duties as directed by Senior managers.

Reviewed and Evaluated: November 2017