

SCHOOL NURSE – Plenty Campus

Ivanhoe Grammar School is seeking applications for the role of School Nurse at its Plenty Campus.

The School Nurse cares for the physical, psychological and emotional health and well being of each student. The school nurse provides primary health care to the entire school community, within the framework of the school's philosophy.

ROLE

Consultation.

- Provide first aid services and health information to assist students and staff in the participation of school life.
- Provide a high degree of emergency nursing care to the School community.
- Contact and refer to other medical practitioners, where needed e.g. doctor, dentist, hospital.
- Identify and assess the needs of students in health matters and take the necessary steps to ensure those needs are met.
- Liaise with parents where necessary.
- Prevent accidents and illness within the school community by addressing health and safety issues observed by school nurse and those brought to the attention of the school nurse by others.
- Administer daily medications to students, where prescribed, and liaise with family regarding these medications.

Medical Records.

- Keep medical records up to date, confidential and accurately recorded.
- Manage and update management plans for students with medical needs e.g. diabetes, seizures, food allergies, asthma etc.
- Complete incident reports where necessary for students and staff and examine individual situation to see if incident may have been preventable. Organise correction of area/situation so as incident may not occur again to that or another person.

Liaise with Head of Campus, Heads of Primary & Secondary as well as Year Level Co-ordinators.

- Liaison with educators as to the needs of specific students.
- Address specific illnesses with policy, procedure changes addressing medical concerns.
- Advise relevant pastoral staff re concerns about social or emotional issues.

Periodic Programs.

- Organise immunisation program for students and staff

Occupational Health and Safety Officer.

- Have Occupational Health and Safety Level 3 first aid certificate - to be refreshed every 3 years.
- Be aware of the needs of staff to prevent illness and/or accident.

Education.

- Provide ongoing education for first aiders as to policies and procedures.
- Educate staff members where necessary on relevant care for specific illnesses e.g. allergy and the administration of an EpiPen.
- Run Anaphylaxis/Medical Alert Student awareness sessions twice yearly.
- Talk to students where asked regarding health issues.

Medical Supplies.

- Ensure that emergency medical/first aid equipment is current, safe and functional.
- Order all medical supplies for campus.
- Maintain and re-stock sports first aid kits that are taken by teachers to Saturday sports and trainings.
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Administration.

- From time to time the School may be required to assist in an Admin role.

Other duties as directed.**SKILLS**

- Demonstrate a comprehensive knowledge of school nursing incorporating child and adolescent health and development.
- Practise within a professional and ethical nursing framework.
- Practise in accordance with legislation related to school nursing practice and child and adolescent healthcare.
- Advocate for and protect the rights of children and young people.
- Effectively manage human and material resources.
- Effectively address the healthcare needs of students and groups considering a whole of school community approach.
- Co-ordinate, organise and provide health promotion considering a whole of school community approach.
- Contribute to the maintenance of a healthy work and learning environment that is respectful, safe and supportive of students and the whole school community.
- Use a range of effective communication skills.
- Engage in collaborative practice to provide comprehensive school nursing care.
- Participate in ongoing professional development of self and others.
- Identify the relevance of research in improving individual student and whole of school community health outcomes.

Hours of Work

- 8.15am – 4.15pm (1/2 hour lunch)

Date of Commencement

- Monday 4 October 2010

Application

- To HR Manager hrmanager@ivanhoe.com.au by 30 August 2010