



**FURZE DOWN SCHOOL**  
**A Specialist School for Communication and Interaction**  
 PRIMARY | JUNIOR | SENIOR | SIXTH FORM

**Job Title: Special Needs School Nurse**

**Hours:** 32.5 hours per week; 39 weeks per year; 09.00 – 16.00 (applications for flexible working considered)

**Service Area: Whole School**

**Job Description**

<b>Post Title:</b>	<b>Special Needs School Nurse</b>
<b>Salary/Grade:</b>	Bucks Pay Range 5
<b>Reporting to:</b>	Deputy Business Manager
<b>Job Purpose:</b>	To work autonomously within their sphere of professional practice to ensure all medical and first aid requirements including care plans are valid. To establish effective working relationships with, pupils, parents/carers, school staff and other professionals. To act as lead first aider for staff and pupils throughout the school. Pupils attending our school have complex needs and medical conditions which include, but are not restricted to; anaphylaxis, epilepsy, asthma, Addison’s disease.

<b>Duties and Responsibilities:</b>	
<b>Medical</b>	<ul style="list-style-type: none"> <li>• Prioritise daily care, responding to emergencies as required</li> <li>• Respond (supported by first aid trained staff where necessary) to emergency calls to staff and pupils, following the care plan in place if there is one, administering emergency medication and liaising with the emergency services when necessary</li> <li>• Review EHCPs for new admissions to decide whether an emergency care plan is needed</li> <li>• Create, implement and evaluate Medical Care Plans for pupils in consultation with the School Nursing Service and parents/carers. Liaising with other professionals as required. Ensuring that Care Plans are up to date and correctly distributed and displayed.</li> <li>• Carry out prescribed nursing interventions specified in Care Plans</li> <li>• Responsible for the administration of Medicals, Dental Inspections, Immunisations, Audiology, visits by the School Nursing Service and working closely with the Diabetic Nursing Team supporting our pupils in school with Diabetes</li> </ul>

	<ul style="list-style-type: none"> <li>• To facilitate the administration of pupil medication and initial First Aid when necessary maintaining accurate records</li> <li>• Liaising with parents where necessary</li> <li>• To ensure that the school has the correct medication in school for pupils who have a requirement, following the guidelines within the school's Managing Medication Policy in conjunction with reception staff.</li> <li>• To ensure that controlled and prescribed medication is stored and managed in line with the school's Managing Medication Policy</li> <li>• To ensure that all school policies relating to First Aid and medicines are current</li> <li>• To ensure that medical consent forms are sent out at the start of each academic year and correctly actioned when returned</li> <li>• To produce and distribute a termly list of pupils' that have allergies</li> <li>• To liaise with the appropriate agencies to ensure students receive their immunisations at the correct times, and be responsible for the organisation/supervision of immunisations within school.</li> <li>• To provide medical information and resources for staff leading educational visits to ensure student care plans are adhered to.</li> <li>• Carry out risk assessment for students following extended absence due to ill health or surgery to ensure control measures are in place. Liaison with the parents/carers to ensure all student needs are met during the time of their impairment.</li> <li>• Liaison with the school and community nursing teams and specialist teaching service as needed</li> <li>• New staff inductions</li> <li>• Ordering supplies</li> <li>• Attend Annual Review of Education, Health &amp; Care Plan Meetings for pupils with more complex needs as required</li> <li>• Provide advice to parents/carers, staff and pupils on preventative measures to limit outbreaks of infectious diseases</li> <li>• Maintain electronic records (CPOMS, SIMS, Staff App etc)</li> </ul>
Support for Pupils:	<ul style="list-style-type: none"> <li>• Provide support for individuals and groups of pupils, ensuring their safety and access to learning activities</li> <li>• Establish positive and supportive relationships with pupils and interact with them according to individual needs</li> <li>• Promote the inclusion and acceptance of all pupils</li> </ul>
Support for Staff:	<ul style="list-style-type: none"> <li>• Lead First Aider for staff</li> <li>• Notify staff of any changes to Care Plans</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Be a qualified first aider (3-day First Aid at Work), with refresher training as required.</li> <li>• To attend training relevant to posts held as the need or opportunity arises.</li> <li>• To make use of available administrative and technical support to ensure an effective use of available time.</li> <li>• Adhere to the NMC Code of Professional Conduct</li> <li>• Provide evidence-based care whilst maintaining continuing professional development</li> <li>• Participate in clinical supervision</li> </ul>

<b>Reporting to:</b>	Deputy Business Manager
<b>Disclosure Level:</b>	Enhanced

<b>Safeguarding:</b>	Furze Down School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
<b>Confidentiality and Data Protection:</b>	The post holder has a legal responsibility for all records s/he gathers or uses as part of his/her work the post holder has a common law duty and statutory duty of confidentiality to protect any identifiable personal information. Guidelines must be closely followed and information must not be disclosed or copied to others unless in pursuance of legitimate duties and in line with the policies of Furze Down School and the Health and Care Professions Council
<b>Staff Code of Conduct:</b>	Every member of staff should read and sign this policy on initial employment, annually in the Autumn term and on any significant changes that might be made to the policy. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.
<b>Health and Safety:</b>	To ensure safe working practices, following school policies and procedures and implementing the regulations relating to Health and Safety
<b>Inclusion:</b>	Demonstrate a commitment to raising achievement for all by actively supporting the School's Equality Objective

<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>▪ To play a full part in the life of the school community, to support its vision and ethos and to encourage staff and students to follow this example</li> <li>▪ To support the school in meeting its legal and statutory requirements</li> <li>▪ To promote actively the school's policies and values</li> </ul> <p>Employees will be expected to comply with any reasonable request to undertake work that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p><b>This Job Description will be reviewed annually as part of the Appraisal process and may be subject to amendment or modification at any time after consultation with the post holder.</b></p>	
<b>Date: 21/09/22</b>	