

Position Description

Position	Nurse
Award	Educational Services (Schools) General Staff Award 2020
Classification	Nursing Services, Grade 1, Level 6.1
Directly reports to	Nurse in Charge All professional service positions ultimately report to the Business Manager

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

Position Summary

The primary purpose of this position is to serve as the School Nurse at Ivanhoe Grammar, focusing on providing exceptional health care, promoting wellbeing, and ensuring safety. The School Nurse delivers primary health care services, supports health promotion initiatives, and implements illness prevention strategies for students and staff. They also provide immediate first aid assistance as needed.

Reporting to the Business Manager and Nurse in Charge, the School Nurse manages the first aid room and ensures an adequate supply of medical resources. They collaborate with the School Nursing team across campuses to provide consistent care to the school community. Additionally, the School Nurse trains and supervises staff members in delivering health and first aid services, contributing to a capable and prepared staff body.

Overall, the School Nurse position involves delivering health care, promoting wellbeing, providing first aid, managing the first aid room, and training staff to create a safe environment for all at Ivanhoe Grammar.

Key Result Areas

Responsibilities	Performance Outcomes
To promote and enable the Ivanhoe Strategic Vision	The Purpose and Ethos of the Strategic Vision are evident in the observable behaviours and professional practice of all staff at Ivanhoe Grammar School
Provide students with a child-safe environment	A demonstrable and leading understanding of appropriate behaviour and legal obligations relating to child safety. A leader of compliance with the School's Student-Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
Efficient and effective administering of the School's health services provision across the School	The immediate first aid and health needs of students and staff are attended to in the context of all School operations and events.

Maintaining student medical records and action plans	<p>Student medical records and management plans are up to date and accurate</p> <p>Prompt and timely submission of incident reports where necessary for students and staff and examine individual situations to ascertain if incident may have been preventable and rectify in future</p> <p>Best practice and legislative compliance requirements are met in student health and wellbeing record maintenance processes</p>
Communication and Consultation with all stakeholders	<p>Parents provide the School with all relevant medical information for their daughters and are informed by the School of any student health concerns or medical incidents.</p> <p>Students with specific health needs are monitored</p> <p>Staff are informed of individual student health needs and associated action plans in the context of day to day school life and any form of School excursion</p> <p>Inform and promote strategies to reduce accidents and illness within the school community by addressing health and safety issues observed and brought to the attention of the School Nurse</p> <p>Accurate administration of daily medications to students, where prescribed, and liaise with family regarding these medications</p> <p>Handover procedures ensure continuity and uniformity of health service provisions across the School</p>
Provide specialist advice to stakeholders	<p>School staff have the appropriate level of first aid and allergy management training</p> <p>Advice and referrals are provided for and to appropriate external providers and health service alliances</p> <p>Individual and general student health needs are considered and planned for in all risk assessments and event management planning</p> <p>Students, parents and staff are provided with health promotion and information sessions</p> <p>Health Centre data is collated and used to identify patterns and minimise risk in areas of concern</p> <p>Student health and wellbeing policies, procedures and protocols are up to date and legislatively compliant.</p>
Other duties as directed by the Principal or Business Manager	<p>Attend various meetings at the invitation of the Principal or Business Manager</p> <p>Engage in projects or other duties as directed by the Principal or Business Manager</p>

Key challenges;

- build on the School's reputation for excellence in the provision of health and wellbeing services
- be agile and respond with urgency to immediate and evolving student health and wellbeing needs
- advocate for and protect the rights of children and young people
- contribute to the maintenance of a healthy work and learning environment that is respectful, safe and supportive of students and the whole school community
- establish lasting and trusted relationships with all stakeholders
- create and deliver a calm environment in response to all medical incidents
- effectively address the healthcare needs of students and groups considering a whole of school community approach
- strengthen and optimise technology to inform and improve health and wellbeing outcomes for Students

Education and experience;

- current Working with Childrens Check
- Bachelor of Nursing or recognised equivalent
- current Division 1 Nursing Registration Certificate
- training and experience in Anaphylaxis, Allergy and Asthma management
- Mental Health First Aid MHFAider (preferred)
- sound knowledge of child safety protocols and compliance requirements.

Knowledge and skills;

- outstanding interpersonal skills including a demonstrated ability to build community.
- strong capacity to consult, collaborate and interact with staff, students and parents / guardians.
- competent in the use and application of digital technologies, such as Synergetic, Risk Wizard, Excel.
- demonstrate a comprehensive knowledge of school nursing incorporating child and adolescent health & development
- practice within a professional and ethical nursing framework
- practice in accordance with legislation related to school nursing practice and child and adolescent healthcare

Attributes;

- be willing to work to support School activities and embrace a community culture
- be a suitable person to engage in child-connected work
- supportive and an avid promoter of the Ivanhoe Grammar ethos and values
- highly developed verbal and written communication skills
- demonstrated ability to work with others towards a common goal
- participate in ongoing professional development
- personal resilience, enabling effective management of multiple and conflicting demands.

Reporting Relationships

Reports to:	Nurse in Charge
Associated Relationships:	Principal
	Business Manager
	Deputy Principal/Head of Campus
	Deputy Head of Campus
Team/s:	Wellbeing Team
	Member of Staff

Additional Information Relating to the Position

Child Safety Commitment

All schools have a moral responsibility for the safety and wellbeing of students. At Ivanhoe Grammar School we take this responsibility very seriously. We are committed to a school culture where protecting children forms a part of our everyday thinking and activity. Protecting students is the responsibility of everyone who is employed at, or is engaged by, Ivanhoe in child-related work. Detailed information about our commitment to child safety and wellbeing, is set out in our code of conduct, policies and procedures located on our Child Safety page.

Committed to child safety, children's wellbeing and protecting children from abuse, the School requires that all staff comply with the School's Student Safety Code of Conduct, Student Safety Policy, Student Safety Concerns Management Procedure, Health and Safety Policy and Respectful Workplace Behaviour Policy.

All teachers and non-teaching staff working directly with or caring directly for students are required to have a working knowledge and understanding of our Child Safety Code of Conduct, Student Safety Policy and Student Safety Concerns Management Procedure.

Where any staff member breaches any of the School's policies or codes of conduct, the School will take appropriate disciplinary action.

Administrative Staff Commitment

All members of the Administrative Staff team are expected to support each other in achieving operational and strategic goals and work towards the continuous improvement of the School's systems and programs. Administrative staff must be willing to assist and support other members within the team in accordance with our School's expectations of collegiality and teamwork. The Business Manager or their delegate may assign reasonable duties in addition to those listed in this position description.

Occupational Health and Safety (OHS) Commitment

All School staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct.

All staff are responsible for:

- Participating in OHS related training
- Reporting OHS hazards and incidents
- Actively participating in the development of risk assessment and or job safety analysis
- Assist with workplace inspections
- Adhere to Ivanhoe Grammar School's OHS policies and procedures

Policies and Procedures

All employees of Ivanhoe Grammar School are expected and required to understand and adhere to all School policies and procedures. It is a condition of employment that all employees participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of School policy may result in disciplinary action.



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Approval

Developed by	Head of Human Resources
Approved by	Principal
Approval date	June 2023
Next review date	June 2027

