

Position Description: School Nurse

Title	School Nurse
Reports to	Principal
Primary Purpose	The School Nurse attends to the health and wellbeing of students and staff by managing and administering health and first aid procedures in the School. The School Nurse plays a vital role in educating and supporting the broader school community.
Key Internal Contacts	<ul style="list-style-type: none"> • Students • Staff
Key External Contacts	<ul style="list-style-type: none"> • Parents/Parent Liaisons • External providers
Major Duties and Responsibilities	<ul style="list-style-type: none"> • Application of first aid, and management of both chronic and acute health issues as well as medical emergencies occurring within the School. • Monitor the health of students and staff. • Work closely with the Wellbeing Team, Heads of School, Heads of House and teachers to implement strategies to support students of concern. • Management of medical and health records and Health Care Plans of specific students and ensuring that all consents and incidents are accurately recorded as per School policies and procedures. • Management of all medications and first aid supplies and kits. • Dispensing of medications as per School and legislative requirements. • Arrange transfer for students to either a hospital, medical centre or home, in accordance with the School's policies and/or accepted first aid practices. • Be on call during the course of the school day, have mobile phone on, notify Administration staff of daily movements, and place a note on first aid room of movements so as to enable those requiring assistance to find the school nurse. • Arrange and manage the school-based immunisation program in conjunction with service providers. • Coordinate the provision of first-aid services at School activities/events. • Ensure all activities involving students and staff are organised and carried out in a manner that minimises any health risk (OHS). • Brief staff going on camps and experiential programs on the health needs of the participants. • Liaise with health care professionals as required. • Assist in staff training in the area of First Aid and specific areas but not limited to Diabetes, Asthma, Anaphylaxis, Epilepsy. • Support the school community in addressing contemporary health and social issues facing young people and families, including consultation with the School leadership team to

	<p>ensure health and wellbeing policies and procedures are up to date and legislatively compliant.</p> <ul style="list-style-type: none"> • Ensure compliance with all relevant State, Federal and professional legislation and regulations, e.g. Ministerial Order 706 (Anaphylaxis) and Ministerial Order 870 9Child Safe Standards). • Participate in the professional development activities required by the School and actively seek to increase knowledge, experience and skills held of all staff. • Research changes to practice and network with other school nurses to identify potential changes to School policies and procedures.
<p>Essential Requirements (skills, qualifications, knowledge, and experience)</p>	<ul style="list-style-type: none"> • Registered Nurse with current AHPRA registration. • Current training in First Aid, CPR, Anaphylaxis, Asthma, Epilepsy and Diabetes management. • Current Working with Children Check Clearance (WWCC). • National Police Clearance. • Compliance with Victoria Government COVID-19 Vaccination Requirements. • Experience in a similar School environment or in a Paediatric Accident and Emergency/Medical setting. • Comprehensive knowledge of school nursing incorporating child and adolescent health and development, and child safety. • The ability to maintain quality, safety and infection control standards. • Competent in the use of Information Communication Technology. • Highly developed interpersonal skills including a demonstrated ability to consult, negotiate, support and interact with a range of stakeholders including students, parents/parent liaisons, staff and the wider school community, with a strong sense of compassion and care for students. • Capacity to work both independently and as part of a team with a high level of professionalism. • Ability to multitask and prioritise workload in line with the priorities of the School. • Ability to work under pressure, stay composed, and handle stress well during tough times. • Strong work ethics, reliability, interpersonal and discretionary skills couple with a commitment to quality service delivery. • Evidence of and commitment to continuing professional development.
<p>Tenure</p>	<p>Full time, this position is “Term time only”.</p>

Statement of Commitment to Child Safety

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.

COVID -19 Vaccination

It is a requirement to be fully vaccinated for Covid-19 to be eligible for employment at Alphington Grammar School.