

## DUTY STATEMENT

Position	School Nurse
Reports to	Head of Senior School
Type	Part-time, 8.00am to 4.00pm, Monday to Friday with a half hour for lunch during teacher term time
Classification	Nurse, Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	March 2019

### THE ROLE

The School Nurse is responsible for providing health care in relation to the following duties and in accordance with relevant school policies. The School Nurse is part of the School's Pastoral Care team and is responsible to the Head of Senior School for the performance of duties.

### DUTIES

*It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.*

#### Boarding House:

- organise clinic sessions for boarders;
- liaise with the school doctor and other doctors and health professionals when appropriate (including making appointments for students);
- accompany boarders to medical appointments if necessary;
- monitor treatment regimes and immunisation and vaccination regimes for boarders;
- advise on the safe use of medication and hold prescriptions for boarders;
- be available to counsel students on health matters; and
- provide health care information to boarders.

#### 2. Day School – Senior Campus:

- provide first aid to students and staff during the school day and for School events such as the athletics and swimming carnivals and the Year 7 Camp. Some events may be off-site and some are residential;
- accompany students and staff to hospital/medical treatment point if necessary;
- evaluate the health care needed by sick day students whose parents cannot be contacted to take them home;
- give health care support to day students with chronic health problems;
- advise on health issues such as exclusion periods for infectious diseases;
- liaise with Department of Health regarding immunisation programs for students; and
- arrange immunisation and vaccination programs for staff when requested.

### **3. Day School – Junior Campus:**

- the Junior School operates its own Sick Bay but from time to time the assistance of the School Nurse may be required, for example in emergencies or for the provision of information or equipment/supplies.

### **4. Administration:**

- maintain equipment and supplies in the Boarding House Clinic, the sick bay areas of the School and the first aid kits;
- maintain health care records for boarding students and any day student requiring first aid or treatment;
- liaise with Boarding House staff so that health care for boarders can be continued during out of hours' time (or parents for home leave or holiday periods);
- order pharmacy items for Boarders and charge their accounts accordingly;
- provide Boarding House staff and the Front Office with a sick list (boarders) at the start of each school day;
- provide the Front Office with a list of all students seen and at what time (and the outcome of the visit, eg sent home with parent or returned to school) at the end of each school day;
- assist with data entry and carry out other administrative duties as required; and
- undertake such other duties as may be required by the Head of Senior School.

### **ESSENTIAL SKILLS/ EXPERIENCE**

- registered nurse