



## CAYMAN PREP & HIGH SCHOOL

**(Owned and Operated by the United Church in Jamaica and the Cayman Islands)**

### **JOB DESCRIPTION**

#### **School Nurse – Primary School**

**Post:** PS School Nurse

**Reporting to:** Head of Pastoral (HOP)

**Liaising with:** Primary School Principal, office manager, PLT Members, School Counsellors, teaching staff and external agencies.

#### **Purpose**

- Provision of First Aid and emergency care, for all students in the school, onsite and offsite, as required
- Promotion and maintenance of a safe and healthy school culture
- Provision of health education and early intervention through training and assemblies

#### **Main Duties and Responsibilities:**

- Assess and administer first aid or emergency care to sick or injured students
- Inform parents, teachers and PLT about the students' conditions
- Record all incidents and injuries on electronic medical forms and enter into school MIS
- Keep an up-to-date inventory of medical supplies
- Ensure that all medical supplies and equipment needed for first aid and emergency care are available
- Monitor students who are frequently absent from School due to health-related problems and report weekly to HOP
- Implement proactive education and early intervention approach to communicable ailments, e.g. head lice, pink eye, gastroenteritis, chicken pox, etc.
- Liaising with YGL, deliver health and well-being education on issues such as puberty, hydration, sun care, personal hygiene, handwashing, etc.
- Liaising with HOP, create a proactive approach to educating and motivating students and parents to enhance healthy well-being, e.g. healthy lunches, exercise, etc.
- With the HS Nurse, provide an effective and comprehensive First Aid training programme for all staff
- Maintain up to date records on essential First Aid Training for staff
- Liaising with the EVC (Educational Visits Coordinator), ensure first aid requirements are met and necessary offsite first aid bags, both general and specific for individual children are prepared and packed

- Liaise with the PE team to ensure off site first aid bags are prepared and packed for general use and individuals.
- Ensure playtime first aid bags are kept stocked and up to date
- Prepare and circulate up-to-date medical conditions information on students
- Work with the policy writers for areas pertaining to First Aid to write school policies and procedures
- Provide cover including telephone and face to face cover in the main school office as required
- Work with the office manager to ensure there is always a minimum of 2 members of staff in the office at any time
- Meet weekly with the safeguarding team to discuss and feedback identified patterns of need and any major injuries

#### **All Staff Are Expected To:**

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings and extra-curricular activities as required
- Assist with various duties as assigned by the Principal, according to the needs of the school

#### **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Post holder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Post Holder Signature: \_\_\_\_\_

Primary School Principal: \_\_\_\_\_ Date: \_\_\_\_\_