



Position Description

School Nurse

OMNIA SUPERAT DILIGENTIA
DILIGENCE OVERCOMES ALL
OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 7, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence** - Digging deep and using grit to get the job done.
- **Excellence** - Committing to be brilliant together.
- **Respect** - Valuing diversity and embracing the uniqueness of everyone.
- **Integrity** - Finding the courage to do what is right.
- **Care** - Showing kindness, compassion and grace for people and place.

Location

Address: 82 Chermside Road
EAST IPSWICH QLD 4305
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Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	School Nurse
Department:	Health Centre
Reports to:	Dean of Students
Location:	Health Centre within the Boarding House
Classification:	Ipswich Girls' Grammar School Including Ipswich Junior Grammar School Enterprise Agreement

Your Opportunity

The School Nurse provides quality health care to students to ensure their optimal health and wellbeing and works closely with colleagues and Executive staff under the school umbrella; including the Principal, Head of Boarding, Dean of Students and School Psychologist to achieve this goal. The School Nurse also liaises with outside Health care providers.

As the School Nurse you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Support and care for the health and wellbeing of all students at Ipswich Girls' Grammar School including Ipswich Junior Grammar School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate.
- Comply with work health and safety responsibilities detailed in the safety management system.
- Support on-site sporting carnivals and/or events to assist in first aide requirements.

Typical Duties/Skills

Typical duties include, but are not limited to:

- Independently provide primary health care to students in accordance with professional nursing practice standards and legislation relevant to child and adolescent health care in a school setting.
- Carry out health assessments through individual consultations with staff and students.
- Refer students to school Psychologist and external medical practitioners, including medical specialists, as appropriate.
- Co-ordinate, organise and provide health promotion.
- Deliver Life Skills lessons relevant to the health curriculum as requested.
- Maintain student medical records and collate data relating to attendance, trends in presenting issues and injuries.
- Contribute to the maintenance of a healthy work and learning environment that is respectful, safe, and supportive of students and the whole school community.
- Maintain, review, and implement operational standards, policy, procedures, and programs to support the School's health care service.
- Demonstrate a comprehensive knowledge of school nursing incorporating child and adolescent health and development and the rights of children and young people.
- Stay up to date with relevant health trends and issues.
- Liaising with Health Support Services e.g. West Moreton Health and health care specialists for optimal patient outcomes.

Your Role

The School Nurse will initiate treatment and administer medication (on-going and as required) to students and staff who present to the Health Centre.

In particular, the School Nurse will have the following responsibilities:

Health Management & Clinical Governance

- Medically assess students and staff who present at the Health Centre (HC) and initiate treatment as required and monitor whilst patients are on campus.

- Administer medication as required (or as directed from treating medical practitioners), ensuring that medication is only provided to students who have consent from parents/guardians (as per the student's medical file and/or TASS database).
- Ensure cultural sensitivity and take into consideration cost and environmental factors when consulting with students and staff.
- Liaise with day students' parents/guardians should a student be required to go home due to an illness or injury, ensuring the School's administration is aware of the departure.
- Ensure communication with parents/guardians regarding their child's health or promotion of health issues is consistent and efficient.
- Provide emergency first aid to members of the IGGS/IJGS school community or visitors to the School, as appropriate.
- Seek referrals to health professionals with parent/carer consent (e.g. medical practitioners, physiotherapists, remedial therapists, chiropractors, optometrists, podiatrists, naturopaths etc) as required, ensuring consent is always sought first from the parents/guardian.
- Advise boarding staff of any current medical requirements, appointments, etc, for boarding students. Document all appointments in both Health Centre and Boarding House systems.
- Document all students' visits to the Health Centre, including treatments given and medication administered, and maintain concise, legible, and accurate medical records always.
- Refer students as necessary to appropriate members of collegiate team: School Psychologist, Head of House, Head of Boarding, Dean of Students, Deputy Principal etc.
- Triage Health Centre presentations based on severity and clinical importance.
- Regularly review patient clinical outcomes to identify opportunities for quality improvement in the Health Centre.

Health Centre Compliance:

- Co-ordinate and prepare student medical alert lists and ensure that information is available, as required, via Teacher Kiosk.
- Maintain, review, and implement operational standards, policy, procedures, and programs to support the School's health care services.
- In conjunction with the Dean of Students, regularly review and update the Health Centre Policy and Procedures manual utilising support systems to ensure patients receive appropriate information and care through evidence-based practice.
- Ensure incident management/review/advice and WH&S processes and practices are reviewed and adhered to.
- Regularly review and update policies including asthma management, allergy management and medication.
- Maintain and distribute first aid kits for use on campus, excursions, camps, and sporting events.
- Adhere to School's clinical governance as set out by the School through the Principal, West Moreton Public Health, Queensland Health and other external health care providers.
- Adhering to the standards set out in the National Model Clinical Governance Framework

School Health Education Services:

- Educate staff and students (as appropriate) on the emergency management of chronic medical conditions including, but not exclusive of, asthma, diabetes, epilepsy, and allergic reactions (including anaphylaxis) to ensure student and staff safety.
- Presentations to students and staff will be conducted by the School Nurse on a variety of specialised Health topics following discussion with the Dean of Students. If topics are of a sensitive nature (e.g. sexual health), conferencing with the Principal may be required.
- Undertake ongoing professional development relevant to the School's requirements of a Registered Nurse e.g. immunisation, women and children's health etc.
- Participates in clinical supervision activities and clinical practice to advance clinical skills.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students.
- Always ensure that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- When required or directed by the School, participate in any health and safety training.

Formal Qualifications

- Bachelor's degree qualifications in Nursing, Bachelor of Science (majoring in Nursing) or Bachelor of Nursing (Advanced Studies)
- Current registration with the Nursing & Midwifery Board (AHPRA)
- Current Senior First Aid Certificate/Cardiopulmonary Resuscitation and Defibrillation Certificate
- Post graduate qualifications in health are advantageous.

Competency Required

- Demonstrated experience as a Registered Nurse (3 years or more), ideally within a School environment.
- An intermediate level of experience and skill in the use of computer systems, particularly in the use of the Microsoft Office Suite and school-based administration software (i.e., TASS Administration, Data and Health Management systems, etc).
- Knowledge of legislation related to the position and understanding of school-based nursing practices and adolescent healthcare.
- Ability to manage day-to-day workflow in an efficient and flexible way, allowing for the many unscheduled interruptions that occur.
- Ability to work co-operatively with a variety of stakeholders, including medical practitioners, psychologists, parents/carers, visitors, teaching, and ancillary staff.
- Commitment to the review and continuous improvement of operating procedures and systems.
- Demonstrated high level of empathy and interpersonal skills, to liaise with students, staff, and parents.
- High level of influence and the ability to remain calm and to effectively manage a diverse range of student needs.

Selection Criteria

1. Demonstrates a comprehensive knowledge of school nursing incorporating child and adolescent health and development.
2. Practises within a professional and ethical nursing framework and contributes to the maintenance of a healthy work and learning environment that is respectful, safe, and supportive of students and the school community.
3. Coordinates, organises and provides health promotion considering a whole of school community approach.
4. Demonstrated ability to use a range of effective communication skills with different age groups and individual (i.e., students, staff, parents, guardians).
5. Participates in ongoing professional development of self and others.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

**Director of People
& Culture**

Name

Signature

Date