

Reports to: Payroll Manager

Category: B

Time Fraction: Part Time FTE to be confirmed

Tenure: Fixed Term

Base Campus: St Paul's Campus

About Emmanuel College

Emmanuel College operates within a Catholic ethos based on Gospel values, respect for personal dignity, peace and justice, integrity, and reconciliation, as expressed in its Marianist tradition. All College staff enact the five characteristics of Marianist education:

- Formation in Faith
- Family Spirit
- Service, Justice, Peace and Integrity of Creation
- Integral, Quality Education
- Adaptation and Change

All staff are expected to uphold the College's Child Safety Code of Conduct and the Victorian Catholic School Statement of Commitment to Child Safety.

Position Summary

The School Nurse provides first aid care, oversees medical documentation and promotes policies related to health within the College community. The School Nurse will maintain a close working relationship with the Deputy Principal Inclusive Practices and the Inclusion Lead Teacher Team.

Given the information to which the school nurse will be privy, there will be an ongoing expectation of upholding the highest ethical standards.

Key Responsibilities

1. Sick Bay Management

- Provide first aid care for ill or injured staff and students with consideration to confidentiality and privacy.
- Ensure all treatment that is administered complies with nursing guidelines and falls within the correct scope of practice and qualifications.
- Determine if students need a referral to their parents for further care and make contact if needed.
- When treating critical cases, consult with medical practitioners regarding student medication requirements, medical action plans, and referrals to health care professionals or to hospitals.
- Advise parents of treatments administered to students in line with medical action plans.
- In consultation with the Inclusive Practices Team, ensure current support and assistance for students with specific or chronic medical conditions as outlined in individual Medical Management Plans.

2. Medical Documentation and Equipment

- Maintain and ensure resources in the first aid services area are updated, including equipment and stocks relating to health and first aid.
- Hold responsibility for the contents, usage and maintenance of all first aid kits at the relevant base campus.
- Perform an annual audit of all first aid kits at the base campus in collaboration with Student Services.
- Accurately enter, maintain and secure confidential student medical records.
- Create 'Red Alert' flyers.
- Collaborate with Student Services to maintain a comprehensive and detailed register of all student attendance at First Aid, including reasons for attendance, treatment administered, and any related communication.
- Adhere to confidentiality processes consistent with MACS policies and Emmanuel College protocols and procedures.
- Liaise with the relevant College leader to assist with the administration of the College Immunisation Program.
- Complete all relevant documentation for reporting incidents according to WorkSafe and MACS/VCEA mandatory guidelines.
- Understand the requirement to respond to and apply all College and Melbourne Archdiocese Catholic Schools (MACS) policies and procedures.
- Monitor trends, maintain statistics, and provide written reports as requested or required to college leadership.
- Collaborate with the Deputy Principal Inclusive Practices and Student Services to ensure student Medical Management Plans and appropriate medication are provided to the College.
- Ensure the review of student action and management plans annually or as required through collaboration with the Deputy Principal Inclusive Practices and Student Services.
- In collaboration with Student Services, ensure that all staff members receive up-to-date information about students with serious health issues and maintain electronic student medical records as required.
- In consultation with the relevant Deputy Principal, meet with House Leaders, Inclusion Lead Teachers and supervising staff about the needs of specific students when they are on camp or involved in activities.
- Manage the dispensing of medications following the rights of safe medication administration and complete required records.
- Ensure that student medication accompanies students when they are off campus for any reason during the school day.
- Other duties as directed by the Leadership Team.

3. Student Management

- Specific students on campus require toileting assistance and catheterisation on a daily basis.

4. Professional Learning

- Provide superior duty of care by maintaining and updating knowledge of relevant current legislation, such as the Nurses Act, the Privacy Act, and laws related to health and mandatory reporting.
- Maintain and refresh competencies for effective nursing practice by investigating and attending regular professional learning opportunities.

- Create and sustain a professional network of School Nurses at other Catholic schools.
- Maintain links to local community health services and other health industry bodies.
- Maintain annual nursing registration as required.
- Maintain First Aid, CPR, Anaphylaxis and Asthma training as required by legislation and MACS policies.
- Maintain Anaphylaxis Training as an assessor in accordance with required policies.

5. Health Promotion and Policy

- Share health education best practice within the College community.
- Ensure legislated health policies are implemented, such as those concerned with anaphylaxis and asthma.
- Support the Student Wellbeing Team in addressing contemporary health issues facing young people.
- Provide first aid service at major College or large event days, such as sporting carnivals and the College Feast Day. These will at times occur outside normal working hours.
- Attend functions and college events and provide support when required..
- Other duties as directed by the Leadership Team.

Skills, Experience, and Qualifications

Essential:

- The School Nurse must maintain a current Working with Children Check and National Police Certificate.
- Hold one of the below qualifications:
 - Enrolled Nurse – An enrolled nurse (diploma qualified) with experience in providing primary nursing care with its associated administrative responsibilities (ESB Level 2).
 - Registered Nurse – A registered nurse (degree qualified) with experience in providing health counselling, health education and acting in a resource capacity to the College community, in addition to providing primary care and its associated administrative duties. (ESB Level 3).
- An understanding of child safety and a school's obligations concerning child safety.
- An ability to demonstrate an understanding of appropriate behaviours when engaging with children.
- Exemplary communication and people skills, including demonstrated commitment to nurturing effective and productive relationships and partnerships amongst students, staff, families, and the broader community.
- A proven ability to work in a collaborative decision-making environment, where teamwork, open communication, confidentiality, integrity, and loyalty are valued and modelled.
- A commitment to the Catholic mission and vision of the College, and an ability to articulate, promote and model this in word and action as a member of the Emmanuel College Community.
- An understanding of adolescent development and their wellbeing needs in an educational environment.
- Effective and efficient time management and organisational skills.
- A strong commitment to professional growth.

- A willingness to accept policy directives.
- Commitment to Catholic education in the Marianist tradition.

Professional Review

This Position Description is intended as a framework for professional review. As Emmanuel College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

Conduct

The School Nurse represents the College and must maintain professional presentation and conduct. All interactions with the College community and external stakeholders will be in keeping with the ethos and values of the College.