



JOB DESCRIPTION & EMPLOYEE SPECIFICATION

Position Title:	School Nurse
College Department:	Administration
EBA/Award:	Living Waters Lutheran College Enterprise Agreement 2023
Line Manager:	Office Manager
Position Classification:	Lutheran School Officer
Tenure:	Ongoing
Conditions:	Full time (FTE 1.0)

1. Position Summary

The School Nurse is responsible for providing high-quality health care, first aid, and health education support to students and staff within a school environment. The role supports student wellbeing, manages medical conditions, and promotes a safe and healthy school community.

This position is open to both Enrolled Nurses (EN) and Registered Nurses (RN), with prior experience in paediatric, community, or school-based healthcare considered highly desirable.

2. Key Responsibilities

Student Health Care

- Provide first aid and ongoing care for sick or injured students.
- Manage student medical conditions (e.g. asthma, diabetes, anaphylaxis).
- Maintain and monitor individual health care plans.
- Administer medications in accordance with policies and parental consent.
- Respond promptly to emergencies and coordinate with emergency services if required.

Health Monitoring & Records

- Maintain accurate, confidential health records for all students.
- Track and report incidents, injuries, and health trends.
- Ensure compliance with relevant health policies and procedures.



Health Promotion & Education

- Support health education initiatives and wellbeing programs.
- Provide guidance to students and staff on hygiene, nutrition, and general health.
- Promote mental health awareness and wellbeing where appropriate.

Collaboration & Communication

- Liaise with parents/guardians regarding student health concerns.
- Work collaboratively with teaching staff, leadership, and external health professionals.
- Provide advice on health-related issues impacting student participation.

Compliance & Safety

- Ensure the school meets health and safety obligations.
- Maintain first aid supplies and equipment.
- Support implementation of infection control practices.

Excursion and Event First Aid Support

- Provide first aid support for school excursions, camps, sports days, and other off-site activities as required.
- Assess medical risks associated with excursions and assist in planning appropriate health and safety measures.
- Prepare and supply first aid kits and required student medications for off-site events.
- Ensure all relevant student medical information and care plans are accessible during excursions.
- Where required, attend excursions or coordinate appropriate first aid coverage.
- Support staff in understanding and managing student health needs during activities.
- Ensure compliance with College policies and duty of care obligations in all off-site settings.



3. Skills and Experience

Essential

- Working with Children Card (or willing to obtain)
- Support the College's Ethos, Mission, Visions and Values.
- Perform all duties assigned in accordance with Lutheran Schools practices.
- Experience providing customer service or technical support.
- Current registration with AHPRA as an Enrolled Nurse or Registered Nurse.
- Current First Aid, CPR, and Anaphylaxis Management certification.
- Strong clinical assessment and emergency response skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and professionalism.
- Ability to remain calm under pressure.
- Strong organisational and time management skills.

Desirable

- To have a personal faith with the Lord Jesus Christ.
- Experience in paediatrics, community health, or school nursing.
- Experience managing health conditions in children.
- Knowledge of school health policies and procedures.
- Experience in health promotion and wellbeing programs.
- Familiarity with Microsoft 365 and cloud-based services.
- Familiarity with SEQTA

4. Working Relationships

The School Nurse:

- Is a member of the College staff and accountable to the Business Manager through the Office Manager
- Is directed and supervised on a day-to-day basis by the Office Manager.
- Builds effective working relationships with staff.
- Interacts frequently with students in a professional manner at all times.
- Works collaboratively in a team environment.
- May interact with parents and community members as required.



Living Waters
Lutheran College

Job Description and Employee Specification is Approved

A handwritten signature in blue ink that reads "Des Mitchell".

Des Mitchell
Principal
25 June 2026