

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: School Nurse
Campus: Wantirna South
Employment Status: FTE 0.4
Reports Directly To: Bursar
Senior Nurse (WS)

Ministry Specifications:

Medical Treatment

- Provide effective initial treatment in the event of minor conditions to emergency medical situations. This includes but is not limited to: tissue injury, fractures, basic wound care, minor bleeding, and emergency situations including trauma, sports injuries and asthma attacks. Communicate with parents/guardians as necessary
- Maintain documentation for all treatments performed
- Establish and implement action plans for specific student medical conditions. This includes but is not limited to anaphylaxis, asthma, diabetes, epilepsy and severe allergies
- Effectively communicate and liaise with school staff, parents, students, doctors and specialists in regard to any medical conditions relating to the student
- Arrange transfer of students to hospital, medical centre, or home, in accordance with College policies and/or accepted first aid practice, and notify parents/guardians
- Understand Anaphylaxis legislation and its outworking in the school environment
- Analyse and report (monthly) on First Aid activities
- Administer Ventolin, Nebulisers, prescribed medication, etc, according to medical action plans and College policies
- Assist Senior Nurse with content for College newsletters
- Establish and maintain medical records (paper and computer based) including notifying parents when medication kept at the School for student use is running low or due to expire

Student Welfare

- Promote the prevention and control of communicable diseases
- Interpret medical evaluations for students, and provide an understanding of implications for the educational performance of students
- Recommend and implement school policies to comply with established health laws
- Support extracurricular activities including Sport Days, etc
- Keep abreast of changes to nursing practice
- Establish and maintain networks with other school nurses

Student Immunisation

- Assist Senior Nurse with student immunisation program

Staff First Aid Training

- Assist Senior Nurse in organising first aid training for staff (anaphylaxis, asthma, first aid) and maintain records of staff training

First Aid Rooms

- Assist Senior Nurse in ordering and maintaining first aid supplies and kits
- Maintain cleanliness of laundry needs in first aid rooms
- Ensure first aid rooms are clean and tidy, including bedding, etc

General

- Provide occasional support to the General Office (answering telephones, attending the front window, etc.) as required
- Flexibility in taking on varied tasks as required
- To actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position**Administration / IT Staff**

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the SCM as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.