SCHOOL NURSE
ROLE STATEMENT

Lourdes Hill College exists to inspire young women to create a better world. It is a place of educational expertise and sound learning procedures where individual differences and the potential of each student are respected. Young women are given the opportunity to pursue academic excellence and personal fulfilment in a culturally rich environment. They are encouraged to seek for truth and human wisdom enlightened by Christian values within a Benedictine framework.

Position Requirements:
Required qualifications and experience:
- Current Queensland Nurses Registration – Registered Nurse Division 1 or Enrolled Nurse with medication
- Previous experience could include a role as a School Nurse or General Nursing

Required Certification
- Anaphylaxis certificate
- Apply First Aid certificate
- Cardio-Pulmonary Resuscitation certificate

Other:
- Experience working in an environment that involves dealing with a wide variety of people in a personable, involved manner
- Ability to manage the day-to-day work flow in an intelligent and flexible way, allowing for the many unscheduled interruptions that occur
- The ability to make decisions, and handle unexpected situations in a mature and professional manner
- Be self-directed, yet able to work as a member of a team

The School Nurse will:
- Provide general health care to students as appropriate to their needs and the situation
- Provide First Aid treatment to the school community
- Administer medication to students, which is supplied by parents/guardians
- As required notify parents/guardians and next of kin of actions taken and/or proposed
- Liaise with parents/guardians, family, teachers and Heads of School as necessary about the health needs of students
- Support activities e.g. Sports Day, Graduation Night etc.
- Ensure cleanliness and tidiness of First Aid rooms, including bedding etc.
- Maintain and order First Aid supplies
- Obtain and maintain medical records for students including emergency contact numbers for students and staff
- Report and document incidents
- Maintain a record of student medications
- Notify parents when supplies are running low or out of date
- Identify students with significant health issues and adhere to their doctor’s recommendation of management of their health issues in the school environment
- Provide support to the Student Receptionist and the General Office (answering telephones, attending Student Reception, photocopying etc.) and other Administrative staff members/areas as required
- Be flexible in taking on varied tasks as required
- Ensure all OHS guidelines are complied with
- Actively pursue best practice in the areas of responsibilities, through professional development
- Adhere to College Policies and practices

The School Nurse will need to perform some duties at times other than during the school day or when students are in attendance, including on weekends. These duties may be varied by the College from time to time in accordance with the College’s operational requirements.

**The School Nurse will also undertake any other duties that emerge/are directed by the Principal that pertain to the role.**

**Reporting Relationship**
The School Nurse is responsible to the Principal through the Office Manager.

**Conditions**
The School Nurse is part of the pastoral care network for students. The School Nurse will act independently within the guidelines of current practice for their level of certification.

The position is a part-time 30 hours per week, term-time permanent position of 40 weeks per year.

**Salary**
Salary is to be classified in accordance with the Registered Nurse Classifications as outlined within the current Catholic Employing Authorities Single Enterprise Agreement with final salary to be negotiated based upon the experience and qualifications of the successful applicant.