



# SIMON LANGTON

## Grammar School for Boys

<b>Job Title:</b>	School Nurse
<b>Grade:</b>	Kent Range 8
<b>Responsible to:</b>	Assistant Headteacher (Pastoral)

### **Working in the Simon Langton Schools and contributing to the Langton Ethos**

Whatever your role in the school, as a member of the Langton staff you play a part in supporting the teaching and learning aims of the school and in encouraging the personal development of all students.

For all members of Langton staff our fulfilment is gained through participating in the life of the schools and observing the impact we have on our students. We are working to help all our students to develop a sense of identity which will help them to become independent and autonomous adults with the personal resilience and intellectual courage to lead successful and meaningful adult lives.

### **Our contribution to Langton students**

The Langton Ethos is a guideline which describes the attitudes of fulfilment, belonging and, above all, the sense of wonder we hope to develop in our students. These attitudes can be described simply:

**Fulfilment** Fulfilment involves achievement but this is not simply achievement in examinations and tests. It may refer to the sense of fulfilment gained through participation in any one of the huge range of opportunities made available to our students.

**Belonging** Meaningful achievement in school helps a student to develop a sense of identity, both as an individual and within the context of the Langton Ethos and, in turn, this sense of belonging gives rise to greater levels of commitment, achievement and success.

### **Sense of Wonder**

We encourage our students to ask big questions that address the complexities of the universe, the world and the human condition. Our vision is for students to be struck by sensations of humility, awe and wonder at the scale of the universe, the complexity of life and the significance of human thought, encouraging in them reflection and profound contemplation that they may consider and appreciate the value of life and how it can be meaningfully lived.



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**Job Title:** School Nurse

### **Purpose of the Job:**

The role of the School Nurse at the Langton is to support students' health and wellbeing in order for them to fully participate in active school life.

### **Key duties and responsibilities:**

- Ensuring the best possible medical care is available for both students and staff on an immediate and emergency care basis.
- Treating students and staff as appropriate with the aim of encouraging them to return to their normal timetable as soon as appropriate.
- Where necessary, arranging the get the student/staff member home safely or to alternative care ie hospital or GP.
- Administering medication when necessary.
- Liaison with parents and staff when dealing with the health needs of a student.
- Ensuring that the medical room is appropriately stocked and equipped.
- Ensuring the safe storage, usage and disposal of medical supplies and drugs.
- Ensuring that medication are in date and re-stocked when necessary.
- Provision of first aid kits around the school and the replenishment of stock.
- Timely maintenance of students' files, medical records and treatment records.
- Communicating to all staff the relevant medical needs of key students.
- Training staff in the administration of key drugs, such as Epi Pens.
- Development of healthcare plans and where appropriate work with the SEN / SRP / general staff to ensure the correct support is given.
- Regular meetings with senior pastoral staff to provide advice on effective pastoral care for relevant students.
- Provide advice and training for staff for initial care and emergency drug administration for students with particular medical needs.
- Provide first aid and medical updates for PE staff, and staff involved in residential trips to ensure the safety of all students while off site.
- Working with staff to ensure the timely completion of accident reports for students and staff.
- Ensuring medical questionnaires and all relevant parental consent forms for the administration of drugs, etc are up to date and shared with staff.
- Maintaining an accurate record of medical room visits, and accidents treated and reported, including the nature of the problem, treatment or advice.
- Responsible for the upkeep for relevant medical policies, such as the Diabetic and Asthma policies.



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- Work with Exam officer and SENCo to ensure pupils are able to access examinations with reasonable adjustment for medical needs and the administration of medications.
- Offer transitional support for those with medical needs who have been absent long term- support a reintegration package alongside the SENCo.
- Ensure GDPR compliance of all records held.
- Ensure contact can be made at all times by keeping the school mobile phone close to hand.
- Providing cover for home sports fixtures, games lessons, etc as required.
- Some additional Saturday working may be required to cover certain fixtures, but adequate notice will be given.
- Carrying out other such duties within the postholder's capabilities as may be reasonably requested from time to time.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.