Caroline Chisholm Catholic College Position Description - Nurse

**CLASSIFICATION: Education Support Officer**

**REPORTS TO: Business Manager/Administration Manager**

The School Nurse is responsible to the Administration Manager for providing first aid, assessment, and care of students. The School Nurse is responsible for the management of all medical forms, equipment and services as per MACS policies and VRQA requirements.

|  |
| --- |
| **Duties** |
| Specifically, the duties include;* Provide First Aid treatment to Secondary School students
* Responsible for ordering first aid supplies and maintenance of first aid kits at the College
* Ensure that an up-to-date medical form is completed for every student and that immunisation forms are received for all students
* Administration of MACS policy and procedures guidelines for Anaphylaxis
* Administration of MACS policy and procedures guidelines for Diabetes
* Administration of MACS policy and procedures guidelines for Asthma
* Arrange appropriate storage of medications
* Update and maintain EpiPen registers and stock
* Ensure records of medical equipment are kept current and where appropriate, equipment is serviced at the required intervals
* Ensure that all instances in which students, staff or visitors to the College who have suffered injuries at school and who report to or are brought to the First Aid Office have appropriate OH&S documentation completed on their behalf
* Co-ordinate health screening programs with relevant bodies, e.g. immunisation programs
* Prior to any excursion or camp, ensure that First Aid kits are stocked adequately
* Deliver refresher updates for staff on Anaphylaxis and Asthma to meet VRQA requirements
* Assist with any audit requirements the school needs to complete
* Liaise with parents and medical practitioners regarding student medication requirements, medical action plans or referral to a health care professional or hospital
* Manage and support students with specific or chronic medical conditions as outlined in individual Medical Management Plans
* Accurately enter, maintain and secure confidential student medical records
* Complete all relevant documentation with regard to reporting of incidents according to Worksafe and MACS / VCEA mandatory guidelines
* Ensure student health management plans and appropriate medication are provided to the College, including the review of action and management plans annually or as required
* Adhere to Ministerial Orders
* Provide first aid service on major college or large event days such as sporting carnivals
* Maintain annual registration as a (registered) nurse as required
* Maintain First Aid, CPR, Anaphylaxis, Asthma training as required by legislation / MACS policies
* Maintain Anaphylaxis Training as an assessor

**Team Culture*** Positively contributes to building effective team culture
* Positive assistance to team members and other teams to successfully achieve tasks within time frames
* Organisational decisions implemented and reinforced in a positive way
 |
| Key Performance Indicators |
| * 100% Student Medical Data accurate and maintained weekly
* 100% accuracy with regards to student First Aid and Sickbay data on Compass
 |
| These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.Other duties as directed by the Principal |
| Selection Criteria |
| * A commitment to Catholic Education
* Appropriate qualifications as an Enrolled Nurse or a Registered Nurse (degree qualified)
* Experience in the use of computerised database systems
* Knowledge of Windows based computer applications is essential
* The ability to work under pressure with accuracy
* Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
* Ability to exercise high work ethics
* Ability to work under limited direct supervision and to exercise discretion within established work practices
* Highly developed oral and written communication and interpersonal skills
* Experience in working within a team environment
* Holds valid Working with Children Check
* National Police Check
 |
| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).  |
| Caroline Chisholm Catholic College is a Child Safe School |