



ST MARY'S COLLEGE

ROLE DESCRIPTION

Position Title	School Nurse
Reports to	Business Manager
Location	Presentation Campus (until 30 September 2024) and Edmund Rice Campus
Basis of Employment	Category B Part - Time Ongoing (0.8FTE) – Monday to Friday, 9am to 3pm
Date	January 2024
Approved by	College Principal

St Mary's College is a co-educational secondary school in the Edmund Rice tradition. It is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's College priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children and the Edmund Rice Education Australia (EREA) Touchstones. Within the expectation is the aspiration that St Mary's College is a fully inclusive school, valuing diversity, and respect for difference.

Primary Purpose of Position Objective

The school nurse promotes excellence in nursing practices, demonstrating a strong interest in the delivery of adolescent healthcare. The School Nurse will manage the day-to-day operations of our first aid rooms, providing primary nursing care to our students and staff.

Reporting to the Business Manager, the School Nurse will be responsible for the management of health-related policies and procedures, co-ordinate staff first aid training and manage all staff and students medical information.

General responsibilities of the role include, but are not limited to:

General Duties

- Attending school meetings, liturgical celebrations and services/assemblies, community and faith days, as required.
- Maintaining currency of first aid, mandatory reporting and anaphylaxis training (minimum requirements)
- Administering appropriate first aid to ill or injured students, staff and visitors, as required.

Faith Dimension

- Support the faith, religious dimensions and values of the Catholic Church and EREA.
- Participate in St Mary's College community activities that uphold the objectives and traditions of Edmund Rice Education and the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.
- Attend College services, mass, assemblies, community, and faith days as required by the Principal.

Professional Conduct

- Be familiar with and comply with the College's policies including, but not limited to, the Child Safeguarding (Safety and Wellbeing) Policy, Child Safety Code of Conduct and the EREA Code of Conduct.
- Assist in the provision of a child-safe environment for students.
- Contribute to a healthy and safe work environment and compliance with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.
- Represent the College in a positive and professional manner to students, parents, professional bodies, and the wider community.
- Deal with sensitive and confidential information in a professional manner.
- Adhere to the College's Professional Dress Code.

Professional Development

- Demonstrate a commitment to ongoing professional development.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Continue to develop ICT skills as technologies evolve.
- Attend College meetings, staff professional development and faith development sessions where appropriate.

Specific responsibilities of the role include, but are not limited to:

First Aid	<ul style="list-style-type: none">• Provide appropriate First Aid care to students, staff and visitors to the school, as required• Contact parents when students need to go home, need additional medical assistance, to get further information about a student, or to inform parents of an incident• Liaise with emergency services when required• Liaise with school staff concerning student medical issues• Provide First Aid and Asthma kits for school activities• Ensure medication for high-risk students is taken to off-site events• Attend School off-site Sports events to manage the provision of First Aid as required• Organise and assist with student vaccination programs• Assist the Learning support department with disability support to students• Ensure First Aid Room is kept clean and tidy• Manage the First Aid Room stock and order supplies as necessary• Check medications are in date and notify parents when replacements are required• Check Defibrillators are always ready for use• Keep a stock of clean, spare uniforms for students who have damaged or spoiled their uniform• Organise washing of sheets / towels / blankets
Administrative duties	<ul style="list-style-type: none">• Keep accurate and detailed records in the school database of students' visits to the First Aid Room, including any medication given• Ensure incident reports are completed and filed where necessary• Inform parents of possible insurance claims for injuries sustained by their children at school• Formulate First Aid Room policies and procedures• Record all student medical information in school databases• Inform parents when health issues arise• Liaise with external health care providers, such as the RCH, headspace etc. to plan students return to school following a medical absence.

	<ul style="list-style-type: none"> • Keep high-risk students' Action Plans up-to-date and staff members informed • Enter students' vaccination status • Attend OH&S meetings • Report to the Risk, Compliance and Officer Administrator and concerns regarding school safety • Assistance with Main Office administration duties, including reception relief, when required • Other duties as directed by the Business Manager
Staff Training	<ul style="list-style-type: none"> • Organise Staff first aid training, including but not limited to first aid, CPR, anaphylaxis, diabetes, asthma, epilepsy as required • Maintain accurate up to date records of staff training completion and follow-up non-completion.
Child Safety	<ul style="list-style-type: none"> • Provide students with a child safe environment • Proactively monitor and support student wellbeing • Have a working knowledge and understanding of the School's Child Safe Policies and Code of Conduct and any other policies and procedures relating to child safety
Other Duties	<ul style="list-style-type: none"> • Assist with Reception duties when required • Liaise with parents prior to camps and overseas trips regarding medical and healthcare needs for their child • Maintain a register of incident and regularly report to the Occupational Health and Safety committee • Member of the OH&S Committee • Other duties as directed by the Principal, Deputy Principal or Business Manager.

Selection Criteria

- A strong clinical skillset with a high level understanding of Safety and Infection Control requirements
- Openness to the ethos and values of the college and a willingness to demonstrate behaviour consistent with College values.
- Appropriate academic qualifications and/or suitable experience and a background relevant to the role.
- Ability to maintain strict confidentiality and privacy of information
- Current Nursing or Paramedic Registration with AHPRA
- Excellent interpersonal and communication skills including the preparation of professional written communications.
- Proven capacity to work independently including the ability to manage complex tasks with minimal supervision and work to tight timelines.
- Sound problem solving, project management and organisational skills, including strong attention to detail.
- Flexible team player, willing to adapt to change and confidentially deal with challenges.
- Ability to maintain confidentiality of information related to the College, its students and its employees.
- Must hold a valid Working With Children Check (or be willing to obtain) and be willing to undergo a National Police Record Check.
- Must hold current (or be willing to obtain) First Aid qualifications suitable for an education setting.

Desirable: Proficiency in Complispace 'Policy Connect', Assurance and Staff Learning System platforms, and SIMON Schools systems.

Other conditions

As part of the Principal's staff, the position may require involvement in school community activities outside currently designated school hours and participation in planning times. These commitments and expectations will be negotiated as appropriate in accordance with the VCMEA.