



Northcote College

JOB DESCRIPTION

POSITION: School Nurse – NZRN or equivalent qualification

RESPONSIBLE TO: Deputy Principal

HOURS

- Permanent position, 5 days / 20 hours per week, 10am - 2pm daily (term time only).

OBJECTIVES

- Provide primary health care to the staff and students of Northcote College. This will encompass physical, emotional, and social wellbeing, ensuring our staff and rangatahi are happy, healthy, and safe in the school environment.

PERSONAL ATTRIBUTES

- A passion for working alongside young people.
- A sense of humour.
- Empathy.
- An understanding of the importance of confidentiality and advocacy when working with young people.
- An active listener who can communicate effectively with young people.
- The ability to work alongside people from a variety of cultures and backgrounds.
- To be computer literate, with excellent written and communication skills.
- Display strong organisational skills, including the ability to triage arising situations effectively.
- Be able to work autonomously as well as part of a multidisciplinary team.

STUDENT FOCUS

- Support and educate students to take responsibility for their own health care and promote the appropriate use of health services.
- Provide advanced first aid care following accidents, to reflect the Wellness Centre role as an ACC service provider.
- Be an active listener and encourage open lines of communication for staff and students. Refer to Counsellors, Deans, and link with other health agencies in the community as appropriate, involving family in this process when able, and without disclosing confidentiality for the student.
- Liaise with Public Health Nurses, Social Workers and Community Health Nurses, relating to students under their care. Coordinate school and community-based appointments, medical assessments, and socio-economic support for the families when appropriate.
- Complete holistic health assessments, using youth friendly screening tools (HEeADSSS), and be proactive in progressing these opportunistically, particularly for students with high needs.
- Address the needs of young people, who live with complex health concerns, chronic illnesses and disabilities and be there to support as able.

HEALTH PROMOTION

- Provide education, informative pamphlets, and digital resources to increase knowledge & reduce exposure to health risks.
- Provide access to on-site services, i.e., ACC treatment & support, the Asthma Nurse Specialist, counsellors, free dental care, Hearing screening, physiotherapy, smoking cessation, and (for staff) the choice to receive annual influenza vaccinations.
- Provide access to off-site services, i.e. A&M Clinics, GP care, concussion clinic, counsellors, sexual health care and specialist hand physiotherapy.
- Coordinate first aid courses for staff.
- Assess, refer, and book appointments for staff and students to see the physiotherapist as appropriate.

DOCUMENTATION

- Maintain accurate computerised documentation of student and staff consultations, including presentation, treatment, ACC data (where appropriate), planned outcomes and attendance records.
- Maintain the Northcote College Accident Register. Send notifications of all accidents considered to be 'Serious Harm' to Work Safe NZ, as required by the 'Health and Safety at Work Act 2015'.

CLINIC FOCUS

- The school nurse should be proactive in coordinating their own professional development, especially in the areas of Youth Health.
- Restock the Wellness Centre provisions staying within an allocated annual budget. Provide and maintain the allocated First Aid Kits located around the college, including those used for camps, field days and international trips.
- Provide support, basic training and guidance to the nominated individuals attending to First Aid, while at school camps, day trips, tournaments, and other extra-curricular school outings/events.
- Serve as a representative on the OSH Committee, as a member of the Crisis Action Team and ROCKON.
- Take an active role and liaise with key staff members during incidents of a medical nature, that directly affect the functioning of the college, e.g., infection control measures when attempting to contain an infectious outbreak - pandemic planning.
- Follow documented guidelines regarding the safe administration, documentation and storage of OTC and prescribed medication to students in the school environment.
- Maintain statistical data pertaining to the Wellness Centre utilisation and student health presentation.
- Ensure maintenance and re-calibration of medical equipment as appropriate.
- Follow documented guidelines relating to infection control within the Wellness Centre, especially regarding the cleaning of all equipment and surfaces. Ensure all bed linen in the Wellness Centre is laundered regularly.
- Familiarise self with school policies. In particular those regarding students at risk.
- Maintain all ACC documentation, to ensure the Northcote College Wellness Centre continues to operate in accordance with all ACC requirements.
- Submit ACC invoice schedule monthly for financial reimbursement to the Northcote College Wellness Centre, ensuring all copies of invoices are provided to the Accounts Office.

Date: _____

Signed: _____

School Nurse

NB: This position is subject to the requirements of the Vulnerable Children's Act 2014.

Signed: _____

The Principal