



Job description Health clinic nursing staff

OBJECTIVE:

To provide holistic health care for students to ensure they can function to their full potential and gain maximum benefit from the educational opportunities available within Rutherford College.

To provide a safe, caring environment which is supportive to both students and their families and to staff members while maintaining client confidentiality.

To support other staff members to enhance their effectiveness by providing professional health care and education.

To facilitate networking within the school environment regarding:

- Safety issues
- Health issues and
- Health education

outside the school environment with:

- Other health professionals
- Family (whanau) or caregivers

KEY TASKS

EXPECTED OUTCOMES

Injuries

Assess and treat appropriately all minor injuries
Assess and refer major injuries to appropriate agencies with first aid treatment.
Notify parents/caregivers and college administration as soon as possible.

Health complaints

Assess and treat minor complaints.
Assess and refer major health problems to appropriate agencies.
Caregivers to be notified before referral if possible.
Deans to be notified.

Follow Up

All issues, either directly with student, or with other agencies within or outside the school while maintaining confidentiality.

Communication

with Special Needs, Guidance and Deans and DHB Nurse.

Procedures

Maintain hygienic protection of first aid equipment with aseptic techniques.
Maintain/oversee hygiene and disinfection of Health Clinic area.
Maintain safe practices in Health Clinic – glove wearing, hand washing, body mechanics, and aseptic dressing techniques.

Stock

Ensure appropriate medical supplies are available for treatment of serious conditions (usually supplied by caregiver).
Order and maintain stocks of first aid supplies.
Check and maintain First Aid Kits for sports and field trips.
Prepare, monitor and keep to budget.
Ensure safe lock-up of all medication.

Record Keeping

Record all pupils treated, sent home or sent to other agencies in daily book.
Set up action plans in conjunction with student and parents in event of an ongoing condition. Distribute to Deans and teaching staff, stressing confidentiality.
Ensure confidential storage of all student files.
Record all accidents on computer and in appropriate OSH book.
Record all medication given.

General

Arrange regular laundering of Health Clinic linen.
Record and follow-up loaned supplies and equipment.
Co-operate with staff for tuition in First Aid Health or Safety.
Feedback updated records to Administration.
Refer students to dentist as necessary.
Refer students to Medical Clinics if necessary.
Refer students to other Health Agencies (e.g. DHB Nurse, Physio/OT) and ensure treatment during school hours are carried out.

Terms of Employment:

Reporting to School Executive Officer
As per the conditions of the Support Staff in Schools’ Collective Agreement.

Hours:

8.00 to 3.30pm, Monday to Friday only during school term time – Hours can be negotiable

Signed:
Employee

Principal

Date:
