# JOB DESCRIPTION

## 1. JOB IDENTIFICATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td>School Staff Nurse (Band 5)</td>
</tr>
<tr>
<td><strong>Responsible to:</strong></td>
<td>School Nurse Band 6</td>
</tr>
<tr>
<td><strong>Department(s):</strong></td>
<td>Child Health Team</td>
</tr>
<tr>
<td><strong>Directorate:</strong></td>
<td>Nursing and Acute Services</td>
</tr>
<tr>
<td><strong>Operating Division:</strong></td>
<td>NHS Shetland</td>
</tr>
<tr>
<td><strong>Last Update (insert date):</strong></td>
<td>11/05/2020</td>
</tr>
</tbody>
</table>

## 2. JOB PURPOSE

The School Staff Nurse works in partnership with schools to create an environment that promotes healthy living, as well as responding to the needs of individual children. They also have a public health role, addressing the needs of the local school-age population as a whole, including children at home as well as parents and carers, in addition to taking an active role within the virtual immunisation team.

## 3. DIMENSIONS

[insert as appropriate to work area]

To include:
- Administering vaccination programme to the school aged population
- Undertake health screenings to search for health needs
- Provide drop in / Health zone sessions in High/Junior High schools.
- Plan, implement and evaluate health plans to meet the needs of individual children regarding physical, emotional and mental health.
- Involvement with multi agency working.
- Part of a team which covers all schools and home schooling, within Shetland, i.e., 2 High School, 5 Junior High Schools, and a further 28 Primary Schools, scattered over 10 islands. Pupil population is approximately 4,000.
4. ORGANISATIONAL POSITION

Director of Nursing and Acute Services

Child and Family Health Manager

Team Leader (Child Health)

School Nurses Band 6

School Nurse band 5 (this post)   Clerical Admin band 3

5. ROLE OF DEPARTMENT

Provision of School Nursing Services to children in Primary, Secondary and Special Schools, and to children being educated at home, within Shetland.

Core Role

- Child Health Screening and Surveillance Programme for Schools
- Schools Immunisation Programme
- National campaigns as directed by Government e.g. H.P.V.
- Health Promotion based on National and Local Targets
- Curricular Input in line with Curriculum for Excellence
- Identifying and targeting support to vulnerable and socially excluded children
- Child Protection
- Children with Additional Needs
- Education, advice and support
  - Children and Young People
  - Parents and Families
  - Education Staff
- Strong link with Primary Health Care Teams
- Multi-agency Working utilising GIRFEC (Getting It Right For Every Child, CYPA 2014) tools
- LAC medicals
- Attending and writing reports for GIRFEC and Child Protection meetings
### 6. KEY RESULT AREAS

- Assess the health needs of the whole school community and identify health needs
- Provide confidential health advice for individual children, and onward referral as required.
- Support, advise and refer on children experiencing mental health problems
- Promote good parenting skills by helping and supporting parents/carers
- Participating in immunisation programmes
- Supporting vulnerable children by working with teachers, social workers and other professionals to secure positive outcomes
- Participate in health assessments for Looked After Children and those accommodated by the local authority.
- Produce individual health plans for children with disabilities or long-term conditions, in association with Community Children’s Nurse.
- Provide school nursing services to those children who are educated at home
- Provide training for school-staff to support children with healthcare needs such as asthma, allergies, diabetes etc.
- Contribute to the health and wellbeing area of the curriculum
- Provide advice for parents/carers and school staff on childhood illnesses and control of infection
- Contribute to health promotion programme in schools e.g. healthy weight; mental health and wellbeing; sexual health and relationships and substance misuse.
- Participate in clinical supervision and continuous professional development
- Participate in service development and clinical audit activities
- Deliver national school nurse pathway work under supervision of the Band 6 school nurse.

### 7a. EQUIPMENT AND MACHINERY

<table>
<thead>
<tr>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Promotion equipment ie. Display boards, computers, white boards, dolls for baby massage etc</td>
</tr>
<tr>
<td>Computer</td>
</tr>
<tr>
<td>Scales and Height measures</td>
</tr>
<tr>
<td>Ishihara and Snellen vision assessment tools.</td>
</tr>
<tr>
<td>Syringes and needles to administer vaccinations</td>
</tr>
<tr>
<td>Anaphylaxis equipment such as oxygen cylinders, sphygmomanometer, resuscitation medication and equipment</td>
</tr>
<tr>
<td>Has access to own car for work purposes</td>
</tr>
</tbody>
</table>

### 7b. SYSTEMS

<table>
<thead>
<tr>
<th>Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance of child health records</td>
</tr>
<tr>
<td>Records own interventions in children’s notes</td>
</tr>
<tr>
<td>Completes forms for Child Health Surveillance Programme</td>
</tr>
</tbody>
</table>

### 8. ASSIGNMENT AND REVIEW OF WORK

- Work is generated by the Child Health Surveillance and Immunisation Programmes.
- Much of the work is self-directed meeting the needs of children and young people.
- Response to Health Needs Analysis
9. DECISIONS AND JUDGEMENTS

Assesses and develops programmes of care in consultation with parent, carers and individual pupils with health needs.

Identifies and responds to child protection issues as per the Child Protection Guidelines.

Organises and manages own workload.

Refer to other agencies / practitioners as appropriate.

Identifies health needs with individual pupils from health screens and attendance at drop-in / health zones.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Balancing and managing the competing demands placed on the service in a continually changing environment.

Discussion with parents in high emotional states.

11. COMMUNICATIONS AND RELATIONSHIPS

- Children and Young People and their families
- A wide range of professionals in Health, Education and Social Work
- Primary Health Care Teams
- Paediatricians, Community Children’s Nurse, Hospital Paediatric Nurse
- Provide and receive complex, sensitive information
- Overcome barriers to understanding
- Persuasive, negotiating and training skills are required
- Communicated condition related information to children, parents and carers requiring empathy and reassurance

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

**Physical Skills**
- Accurate measurement of height and weight
- Accurate vision testing
- Fine motor skills required in relation to giving immunisations
- Computer literate
- Manual handling to load immunisation, screening and health improvement equipment into vehicles.

**Physical Demands**
- Carrying Equipment and casenotes
**Kneeling and bending**  
Moving and assisting children with disabilities.

**Mental Demands**  
Concentration required when checking documents/pupils’ notes, administering vaccinations, scheduling timetables, attending case conferences and writing reports.  
Ability to work in busy environments.

**Emotional Demands**  
Communicating with distressed/anxious/worried pupils/parents or carers  
Child abuse issues  
Challenging behaviour

**Working conditions**  
Verbal aggression  
Body fluids

<table>
<thead>
<tr>
<th>13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN with at least one year post qualification general experience and Flying Start completed if appropriate. Experience in working with children with special needs desirable but not essential. Keen and genuine interest in working with children and young people.</td>
</tr>
</tbody>
</table>
| IT Skills  
Communication skills  
Interpersonal skills  
Multi-agency experience  
Car driver and access to a car. |

<table>
<thead>
<tr>
<th>14. JOB DESCRIPTION AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A separate job description will need to be signed off by each jobholder to whom the job description applies.</td>
</tr>
</tbody>
</table>
| Job Holder’s Signature:  
Head of Department Signature: |
| Date:  
Date: |