

All staff uphold and promote our Trust vision and values

Our Vision

We put our patients, their families and carers at the centre of our simple vision:



Our Values

Innovative	<i>We seek new ideas and adopt best practice to improve our services</i>
Caring	<i>We show kindness and consideration for others</i>
Agile	<i>We deal with new situations quickly</i>

JOB DESCRIPTION

Job title: Special School Nurse

Band: 6

Location / Work Base: Peace Children’s Centre, Watling View School, Breakspere School, Meadowood School and Woodfield School

Business Unit / Department: Specialist Nursing Services

Reporting to: Continuing Care Team Lead / Special Schools Team Lead

JOB PURPOSE SUMMARY:

To provide specialist school nursing services for children and young people with learning and physical disabilities within special schools, demonstrating excellent evidence-based health care interventions. In particular to undertake the role of planning, implementing and monitoring children’s health needs within school. To work in partnership with children, parents and carers, together with other professionals and agencies to meet health, development and safeguarding needs.

MAIN DUTIES and RESPONSIBILITIES:

Operational

- To provide nursing care to children in school as and when this is required.

- With colleagues from School Health organise and participate in the yearly immunisation programme.
- To participate in the process of assessment, development and maintenance of individual care plans and protocols undertaking practical aspects of the programmes where required.
- To ensure the smooth running of clinics within the school working in partnership with Community Paediatricians, dieticians, eyes teams, children's community nurses, also ensuring good communication with other professionals and families as appropriate.
- To provide training to education colleagues ensuring care plans and protocols are adhered to.

Patient / Customer Care

- Demonstrate sound clinical practice and effective responses to emergency situations.
- Demonstrate sound clinical practice in the management of health care interventions. This includes gastrostomy care and nutrition, tracheostomy care and respiratory management in complex needs children. To monitor the needs of children with epilepsy and respond effectively in emergency situations. The management of children on continuous oxygen.
- Undertake safe management and administration of medicines within school in accordance with local policy and NMC guidelines.
- To promote and maintain personally high levels of nursing / professional standards. To have understanding of and adhere to local, regional and national policies and guidelines ensuring safe and innovative practice.
- Be aware of child protection guidance/policy issues and the need for effective and robust documentation and communication in line with child safeguarding procedures. Complete safeguarding referrals and attend case conferences as required.
- Undertake health promotion/education activities in the class setting.
- Delivering the Health Child Programme with Universal School Nursing.

Strategic Management

- Actively work with the Team Leader in developing the role within the school. Working with Universal Health Services to achieve the Healthy Child programme in school.
- Identify health needs of the children's population within the school and establish priorities of the nursing care required. Plan effective ways of delivering this.
- Plan educational sessions for school staff to meet the needs of the children work effectively with the school to have these provided.

Service Development and Improvement

- Work with colleagues to promote practice and improve services through attending team meetings, clinical and safeguarding supervision, reflective supervision and information sharing.
- Actively develop areas of care and intervention for the children within the school.
- Assess and report to Team Leader any areas of risk within the service, taking steps to reduce risk when appropriate.
- Be prepared to participate in HCT Emergency Plan in response to major incidents as requested.
- Maintain current NMC Registration in line with HCT Policy and follow NMC Code of Professional Conduct. Describe the responsibilities within the job for development and implementation of policy and / or services and involvement with change initiatives e.g. writes, implements or comments on policies.

Management and Leadership

- Lead health initiatives within the school helping education staff to embed this into the school day.
- Work with the team leader to constantly review and improve health care for the children attending the special schools.
- To participate in the development and training of students allocated to the school, providing mentorship during their placement.

Communication and Relationship Building

- To promote and maintain good working relationships and effective communication systems with children, parents and carers, education colleagues, health colleagues and social care.
- To respect the confidential nature of information received, ensuring compliance with policies for information management and sharing.
- To maintain accurate records, prepare reports and attend meetings, reviews, child protection conferences and where appropriate represent the views of health with regard to specific children and families.
- To support children and families through the transition period collaborating with colleagues from adult services in compiling health information plans for transition age pupils.
- Develop and maintain good communication with all relevant parties to allow the child the best opportunities of health within the school.
- These include:-
 - 1. The child and their family
 - 2. The school, education and care staff within school
 - 3. Universal School Nursing Service
 - 4. Community Paediatricians
 - 5. Children's Community Nurses
 - 6. Children's Continuing Care

- 7. Social Care – both Safeguarding and the Children’s Disability Team.
- 8. The Transitional Health Service
- 9. Primary Care
- 10. Voluntary Organisations
- 11. Therapy Services

Information Management

- Maintain a high standard of both manual and computerised documentation within agreed guidelines.
- Maintain confidentiality and manage information sensitively.
- Be aware of what to communicate to whom and when.
- Understand and act on the need to Safeguard Vulnerable Children at all times communicating information correctly and appropriately to achieve this.

Finance and Resource Management

- To be aware of NHS resources and manage these appropriately.
- Order equipment and resources as required and responsibly.

Policy and Service

- Maintain a high standard of both manual and computerised documentation within agreed guidelines.
- Maintain confidentiality and manage information sensitively.
- Be aware of what to communicate to whom and when.
- Understand and act on the need to Safeguard Vulnerable Children at all times communicating information correctly and appropriately to achieve this.
- Flexible to meet the needs of the service.
- Hold a full, valid, UK driving licence and have access to a car to use for Business purposes.

PHYSICAL SKILLS, EFFORT and WORKING CONDITIONS:

<p>Physical skills</p>	<ul style="list-style-type: none"> • <i>Sitting to undertake data input at computer, maintain written documentation, and compiling reports at desk on a daily basis</i> • <i>Moving and handling skills knowledge and ability.</i>
<p>Physical effort</p>	<ul style="list-style-type: none"> • <i>This role requires a combination of sitting, standing and walking with an occasional requirement to exert light physical effort for a short period of a shift.</i> • <i>Moving and handling of children using appropriate aids and guidance</i> • <i>Carrying equipment such as weighing scales</i>

	<i>bulky items etc.</i>
Mental effort	<ul style="list-style-type: none"> • <i>Frequent periods of concentration are required when carrying out duties e.g. inputting of data and medicines administration.</i> • <i>Work patterns may be organising workload and recording data.</i> • <i>The post holder may need to complete their work with frequent interruptions to deal with ad-hoc issues and emergencies</i>
Emotional effort	<ul style="list-style-type: none"> • <i>Occasionally involved in situations which are highly sensitive/emotionally charged, e.g. contacts in relation to safeguarding children.</i>
Working conditions	<ul style="list-style-type: none"> • <i>Occasional exposure to unpredictable client behaviour in response to sensitive issues.</i> • <i>Occasional exposure to unpleasant working conditions e.g. body fluids.</i> • <i>Post holder will be office based but will spend a large part of working day working in school environment and may be required to visit/ support other schools within West Hertfordshire as required.</i>

Supplementary Information:

Diversity and Inclusion

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non-beliefs, responsibility for dependants, sexuality, trade union membership or hours of work. It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

Mobility / Flexibility

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the General Data Protection Regulations (GDPR) and the Human Rights Act. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

No Smoking Policy

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.