

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Name:

Position: Senior Nurse
Campus: Wantirna South
Employment Status: FTE 1.0
Reports Directly To: Bursar

Ministry Specifications:

The Primary role of the Senior Nurse is to oversee, promote and manage the health of the students and staff across both the campuses. The Senior Nurse is responsible for maintaining programmes which protect and maintain the health and safety of the school community within the framework of the College's philosophy.

Medical Treatment

- Provide effective initial treatment in the event of minor conditions to emergency medical situations. This includes but is not limited to: tissue injury, fractures, basic wound care, minor bleeding, and emergency situations including trauma, sports injuries and asthma attacks. Communicate with parents/guardians as necessary.
- Establish and implement action plans for specific student medical conditions. This includes but is not limited to anaphylaxis, asthma, diabetes, epilepsy and severe allergies
- Effectively communicate and liaise with school staff, parents, students, doctors and specialists in regard to any medical conditions relating to the student, where needed.
- Arrange transfer of students to hospital, medical centre, or home, in accordance with College policies and/or accepted first aid practice, and notify parents/guardians
- Administer Ventolin, Nebulisers, prescribed medication, etc, according to medical action plans and College policies

Medical Records

- Establish and maintain well documented health records (paper and computer based) on all students including medical history, incidents and medical treatments performed
- Monitor student medication and health plans ensuring they are regularly updated, including notifying parents when medication kept at the School for student use is running low or due to expire
- Publish information and action plans for students with Anaphylaxis, Diabetes, epilepsy and severe allergies with the teaching staff
- Review student medical forms, prepare and communicate medical information (for students attending camps and excursions) for teachers
- Analyse and report (monthly) on First Aid activities

Student Welfare

- Promote the prevention and control of communicable diseases
- Interpret medical evaluations for students, and provide an understanding of implications for the educational performance of students
- Recommend and implement school policies to comply with established health laws and other regulatory bodies
- Support extracurricular activities including Sport Days, etc

Student Immunisation

- Promote the student immunisation program within the school community
- Coordinate student vaccinations with VicHealth and liaise with administration

Staff First Aid Training

- Understand Anaphylaxis legislation and its outworking in the school environment
- Organise refresher First Aid training for staff (anaphylaxis, asthma, first aid) and maintain records of staff training
- Verify the correct use of adrenaline autoinjector devices during Anaphylaxis training for staff

First Aid Rooms

- Manage the administration, stock control and ordering of first aid supplies and kits within budget
- Maintain School First Aid Kit Requirements across the campuses
- Maintain cleanliness of laundry needs in first aid rooms
- Ensure first aid rooms are kept tidy and well maintained, including bedding, etc

Medical Team Management

- Effective management of the School Nurse Team across both campuses including delegation of work, by mentoring and coaching them
- Contribute and participate in the professional development of the school nurses that is required to maintain competency as a Registered Nurse.
- Ensure all health and safety regulations are adhered to across both campuses

General

- Provide occasional support to the General Office (answering telephones, attending the front window, etc.) as required
- Flexibility in taking on varied tasks as required
- To actively pursue best practice in the areas of responsibilities
- Provide content for College newsletters
- Keep abreast of changes to nursing practice
- Establish and maintain networks with other school nurses

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)

- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Risk Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.