



Position Description

College Nurse

Position Title	College Nurse
Reports To	Executive Principal through Administration Manager
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the College and to demonstrate courtesy, co-operation, and teamwork with fellow members of staff. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, other staff, and the College Board in adhering to the policies, teachings and fostering the ethos, culture, and traditions of Geelong Lutheran College.</p>
Position Overview	<p>The College Nurse is responsible for the management of the physical health and wellbeing of students and staff. The College Nurse will promote and respond to health needs by providing a clinically effective, high-quality service of nursing care, ensuring that the practice of the College is compliant with professional and legal requirements.</p> <p>The College Nurse is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient management and operation of the College First Aid needs and the provision of safe, effective, and quality healthcare with the College.</p> <p>The Executive Principal appoints the College Nurse.</p>
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Christian Ethos: <ul style="list-style-type: none"> • Supporting and upholding the Christian ethos of Geelong Lutheran College • Modelling best practice in Christian education • Promoting the core values of GLC (Wisdom, Honour, and Purpose) • Performing all duties in a spirit of Christian compassion 2. Student Health Information: <ul style="list-style-type: none"> • Ensure that health information regarding every student is current and clearly communicated to relevant members of the College community. This includes action plans for students with specific medical conditions such as anaphylaxis, allergies, epilepsy, and diabetes. • Work with the College administration team during the process of enrolment, to ensure that health information provided for each student is recorded and distributed appropriately. • Ensure the Leadership team is informed as necessary about incidents of concern. • Ensure that accurate records of treatments and incidents provided are kept for reporting and reference, as necessary. • Develop a statistical database, including the number of students and staff seen and the nature of referrals. • Meet regularly with Heads of Primary and Deans of Students, to ensure that plans for the care of individual students are being appropriately developed and implemented.



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3. Student Immunisation:

- Effectively consult with external bodies as the College's immunisation coordinator to coordinate student immunisation programs throughout the College year.
- Maintain awareness of students not to be vaccinated.
- Be present on the day of immunisations for student and staff support.
- Ensure that the Annual Secondary School Immunisation Program Annual Agreement is completed.

4. Medical Crisis Management:

- Provide crisis management services, as the situation demands, including Triage decision making.
- Be aware of the College Emergency Management Plan and their role/s in it.

5. Medical Treatment:

- Oversee First Aid operations of both campuses.
- Provide effective initial treatment in the event of an emergency medical situation.
- Maintain appropriate record keeping for all treatments performed.
- Establish and implement action plans for specific student medical conditions. This includes but not limited to anaphylaxis, diabetes, epilepsy, and severe allergies.
- Effectively communicate and liaise with College staff, parents, students; doctors and specialists regarding any medical conditions relating to the student.
- Manage the dispensing of medication to students as required.
- Ensure medication is only given to those students who have consent from their parents, guardians, or caregivers.
- Manage the storage of medications and ensure medications are within date.
- Be competent and trained in gastrostomy care.
- Manage First Aid equipment and order as required to maintain appropriate stock levels.

6. Communication:

- Coordinate and prepare student medical alert lists and distribute to staff as required.
- Coordinate and prepare First Aid kits for excursions and camps including medical information for students attending.
- Complete incident reports where necessary for students and staff and in conjunction with the Human Resource, Risk & Compliance Manager and examine the individual situations to see if the incidents may have been preventable.
- Complete Work Safe reports for incidents that require further medical treatment outside of the College. Assist work safe officers in investigations and provide documentation as requested.
- Provide informed and accurate information, instructions and recommendations in relation to students to the Heads of Primary and Deans of Students as required.
- Prepare Medical briefing annually and as required.
- Contact the appropriate staff, parents, guardians or caregivers and/or emergency services in cases of prolonged pain, head and/or back injuries and chronic conditions as required.
- Engage in collaborative practice by consulting with relevant health, education, and wellbeing personnel within and outside the College,



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such as Heads of School, Year Level Coordinators and Student Wellbeing staff.

- Maintain accurate and efficient note taking within the SIMON platform.
- Ensure all health documentation is recorded on SIMON and archive documentation appropriately.
- Champion health promotion through newsletter and parent communication.

7. Other Duties:

- Ensure cleanliness and tidiness of First Aid rooms and kits including bedding etc.
- Update and maintain accurate records of First Aid Kit locations around the College.
- Maintain monthly defibrillator checks and ensure that Defibrillator equipment e.g., defibrillator pads, battery, emergency resuscitation kits are within date and are appropriate to use.
- Ensure First Aid Kits are fully stocked at the beginning of each term.
- Ensure the First Aid supplies and facilities are secured each day.
- In conjunction with appropriate external bodies, arrange First Aid training for relevant staff.
- Notify parents when student supplied medications are running low or out of date.
- Check all student medical forms prior to school camps and excursions and ensuring appropriate medication and First Aid supplies are available for specific student needs.
- Ensure that all relevant medical information is communicated to staff attending school camps.
- Assist with the implementation/update of risk management and health and safety practices as required.
- In conjunction with appropriate Leadership staff develop and update existing policies and procedures relating to First Aid, Asthma, Anaphylaxis etc.
- Act as the College's Anaphylaxis supervisor and as such is required to complete 22303VIC course in verifying the correct use of Adrenaline Auto Injector Devices.
- Coordinate Anaphylaxis Management training of College staff in accordance with Ministerial Order 1359 and updating of staff in Anaphylaxis Management.
- Complete Annual Risk Management Anaphylaxis Checklist.
- Complete biannual Anaphylaxis Briefing and disperse to staff.
- Coordinate Individual Anaphylaxis Management Plans for students who have been diagnosed with Anaphylaxis.
- Ensure there is sufficient General use Adrenaline injectors and Salbutamol inhalers onsite for College use if required.
- Coordinate the training and updating of staff in Asthma management.
- Maintain and promote standards of universal infection control including emerging infectious/epidemic illnesses and antibiotic-resistant bacterial infections.
- Attend OH&S Committee meetings as required and act as First Aid warden during evacuation drills/emergencies.
- Participate in medical debriefs when required.



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	<p>8. Pastoral Care and Child Safety:</p> <ul style="list-style-type: none"> • Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured • Be familiar and comply with the College's commitment to Child Safety, Child Safe Policy and any other policies or procedures relating to child safety • Exercise pastoral care in a manner which reflects College values • Implement strategies which promote a healthy and positive learning environment <p>The College Nurse will also undertake any other duties that emerge/are directed by the Executive Principal that pertain to the role. The role and its inherent responsibilities may develop over time; therefore, flexibility and adaptability are a key requirement of the incumbent.</p> <p>Confidentiality You shall not, except in the proper course of duty, during or after any period of employment with College (paid or unpaid) to divulge to any person whatever or otherwise make use of any confidential information concerning staff, students or parents of students attending the College, the College Board or the College's operations or service activities.</p>
Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Support for the Christian ethos of Geelong Lutheran College • Communicate effectively with fellow staff, students, and families, and form positive relations in the workplace • Be team-orientated • Have a strong understanding of the developmental needs of students • Display leadership ability <p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none"> • Hold current registration with AHPRA (qualified Nurse) • Able to gain successful registration for a Working with Children Check and successfully pass a National Police Check • Experience in Gastrostomy care <p>SKILLS</p> <ul style="list-style-type: none"> • Has excellent inter-personal skills, management, and self-management skills • Highly developed organisational and planning skills • Highly developed analytical and problem-solving skills • Highly developed database management skills • Attention to detail • Exhibits discretion, confidentiality, honesty, and integrity
Classification	<p>Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 Tenure: 6 Month Fixed Term Contract Hours: 8.00 am to 4.00 pm Monday to Friday (term time only) Location (Base): Geelong Lutheran College Armstrong Creek and St John's campus when required</p>



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COLLEGE**

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STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer