

**Purbrook Park School – Job Description  
School Nurse  
Grade B1**



**Job Title:** School Nurse

**Responsible to:** Director of Pupil Attitudes and Behaviour

**Purpose:** To ensure effective and efficient provision of first aid and welfare support to the pupils of the school

**Duties and Responsibilities:**

- Assess staff and pupils medical needs and administer front-line first aid eg plasters, bandages etc. and other remedies/action.
- Refer for onward assessment and treatment by medical practitioner, hospital etc.
- Maintain and administer approved medication to pupils in secure conditions in accordance with prescribed courses of treatment and parental authorisation
- Maintain records/reports including those for statutory requirements eg accidents
- Liaise with external medical agencies and make arrangements for visits of school doctor and nurse, and assist as required
- Maintain records relating to pupils absence
- Complying with relevant legislation eg Health & Safety
- Assessment of medical condition of individual pupil or staff
- Replacement of medical supplies and stock levels
- Refer appropriate cases to medical practitioner, hospital or other agency
- Decide appropriate treatment, according to emergency or condition of the pupil/member of staff.

**Additional Duties**

Carry out any other duties as directed by the Headteacher commensurate with the general level of responsibility of the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Job Description Reviewed: October 2025