



MARIAN COLLEGE

SCHOOL NURSE

POSITION:	School Nurse
REPORTS TO:	Office Manager, Business Manager and Principal
ROLE TENURE:	Ongoing
FTE:	Part-Time (0.6)
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Category C. Remuneration is dependent on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The School Nurse provides health care services to students, promotes health education, and ensures a safe and healthy school environment. This role involves assessing health complaints, administering physician-prescribed medication, treating illnesses and injuries, monitoring health conditions, and responding to medical emergencies.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

Health Care

- Provide support and assistance to students with specific or chronic medical conditions as outlined in individual Medical Management Plans.
- Create, review, and update Medical Management Plans in a timely manner.
- Manage the dispensing of medications with parental consent and according to College policy.
- Liaise with parents and medical practitioners regarding student medication requirements, medical action plans, or referrals.
- In conjunction with parents and medical professionals, publish annual anaphylaxis, diabetes and epilepsy management plans for students.

- In consultation with the Learning Diversity Leader, manage documentation and parental consultation for students in NCCD (Physical category) and provide support as needed.
- Manage all administrative tasks related to the College immunisation program and assist with student supervision and support during immunisation sessions.
- Provide information to staff on the needs of students with chronic illnesses or disabilities. Liaise with the Student Wellbeing team on student health matters.
- Serve as College Anaphylaxis and Asthma Supervisor, conducting briefings and EpiPen training for staff.
- In collaboration with the Assistant Principal – Wellbeing, Director of School Operations, and Risk & Compliance Manager, coordinate medical preparations for excursions, camps, and overseas trips, including communication with parents, preparing medical kits, and briefing staff.
- Provide first aid coverage at key College events and attend camps as required to support student medical needs.

First Aid and Emergency Response

- Provide timely first aid treatment to students.
- Provide first-aid using clinical nursing skills and competently carry out triage management of medical emergencies and injuries occurring within the Campus.
- Ensure that health information is current, comprehensive, and clearly communicated, including action plans for students.
- Manage infectious disease notification to families and staff.
- Complete Accident and/or Incident reports as necessary.

In collaboration with the Risk & Compliance Manager and the Student Services Receptionist:

- Monitor, order and maintain first aid supplies for the Health Centre, first aid kits and other College areas.
- Ensure the functionality and cleanliness of the First Aide Room.
- Regularly inspect defibrillators on the College grounds to ensure operational readiness.
- Safely store and accurately record all on-site medications.
- Manage all student EpiPens, including expiry monitoring and parent communication for replacements.
- Maintain a log for loaned first aid kits and supplies to ensure timely return.

Record Management

- Maintain accurate and detailed student health records.
- Ensure Medical Management Plans (including risk minimisation plans) for students with serious medical conditions are updated regularly and communicated to relevant staff.
- Maintain a Medication Register and notify parents of expiry dates and supply levels.
- Maintain an Adrenaline Auto Injector Register and alert parents of expiry dates and supply levels.

Medical Equipment and Supplies

- Manage the administration, stock control, and ordering of medical supplies.
- Ensure First Aid Kits (including duty bags) and Asthma First Aid Kits are maintained and fully stocked at the beginning of each term and replenished as necessary.
- Maintain and record regular testing of medical equipment, including the defibrillator.
- Follow Healthcare Infection Control Guidelines for cleaning and maintaining First Aid rooms, equipment, and waste disposal.
- Check EpiPens (adrenaline auto-injectors) and Anaphylaxis Action Plans at the beginning of each term and follow up after use.
- Manage the supervision and maintenance of all medical supplies and equipment for camps, excursions, and sports.
- Attend school carnivals, excursions, camps, and activities as required.

Other

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest guided by the College School Improvement Plan.
- Other duties as directed by the Principal.



ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. An understanding and commitment to Catholic education and to the Kildare Education Ministries Values,
2. A clear understanding of the Child Safe Standards and a commitment to promoting the safety and wellbeing of all students.
3. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment.
4. Demonstrated commitment to providing high-quality nursing care with a courteous, respectful, and patient-centred approach.
5. Demonstrated knowledge of relevant legal, statutory, and professional obligations within a healthcare setting.
6. Demonstrated clinical nursing skills to manage first aid and the specific health needs of students, with comprehensive knowledge in managing conditions such as diabetes, anaphylaxis, allergies, and asthma.
7. Proficiency in digital platforms, including Google Suite or Microsoft Office Suite.
8. Demonstrate initiative and problem-solving skills with an ability to improve process and practices
9. Ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders.
10. A commitment to ongoing professional learning and growth in skills.

QUALIFICATIONS

Essential

- Working With Children Check/A current and satisfactory National Police History Check.
- Qualifications in Mental Health First Aid
- Registered with the Nursing and Midwifery Board of Australia overseen by the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable

- Minimum two years of experience as a primary healthcare, school or adolescent health nurse in a clinical setting (desirable).

