

SCHOOL NURSE

Position Description

Classification	As per the Catholic Education Multi-Enterprise Agreement (CEMEA) 2022
Employment Status	Part-time (min of 0.86FTE) up to Full-time, Temporary Fixed-Term
Hours of Work	8.30am to 3.30pm
Expected level of contact with children and young people within this role: Regular	

Position Purpose

The School Nurse is responsible for the delivery and coordination of comprehensive first aid, primary health care, and medical administration services across the school. This includes administering medications, providing immediate care for illness and injury, and supporting students with chronic and complex health conditions through the implementation of individual health management plans. The role oversees the effective management of the First Aid room and medical records ensuring compliance with school policies and relevant health regulations.

Working collaboratively with staff, students, families, and external providers, the School Nurse supports school activities such as camps and events through health planning and risk management, and also coordinates and/or delivers staff training in related areas. In collaboration with the wellbeing and leadership teams, the role contributes to supporting student health and wellbeing, alongside maintaining accurate documentation, supporting administrative functions, and ensuring a safe and responsive health service across the College.

The position requires a high level of professionalism, discretion, and the ability to build positive relationships while maintaining a calm and responsive approach in a dynamic school environment.

Reporting Relationships

Position reports to: Business Manager

Leads/Direct reports: Nil.

Key relationships: College Leadership, Head of Student Wellbeing, Heads of House and other members of the Wellbeing Team, Assistant Business Manager, College Registrar, Student Services / Reception Team, Teaching Staff, Students, and Parents/Guardians.

Key Duties & Responsibilities

Includes but are not limited to:

- Deliver first aid and primary healthcare services, including administering medications (including injectable and restricted medications) in accordance with school policies and medical advice.
- Act as the first point of contact for first aid and other health matters, providing assessment, care and advice to students and staff, and coordinating responses to illness, injury, and medical emergencies.
- Support students with chronic and complex health conditions e.g. Asthma, Anaphylaxis, Diabetes, Allergies, Epilepsy, through the implementation of individual health management plans and ongoing monitoring.
- Prepare and manage health requirements for camps, excursions, and school activities, including medical reviews, risk planning, parent liaison and staff briefings.
- Maintain and manage the First Aid areas, supplies, equipment, and infection control standards, always ensuring readiness and compliance.
- Attend school sporting carnivals and other relevant school events, as the First Aid Officer.

- Liaise with parents/guardians, Head of Campus, Head of Student Wellbeing, and staff regarding the health needs of students as required.
- Communicate effectively with parents, staff and leadership regarding student health needs, incidents, and care requirements.
- Act as First Aid warden during evacuation drills and/or emergencies.
- Support the wellbeing of young people through a compassionate and professional approach.
- Work across campuses as required.
- Perform other duties as directed by the Principal, or member of the College leadership team.

Administrative

- Accurately maintain medical, incident and injury records, ensuring all documentation, consents and alerts are current and compliant with policies and legislative requirements.
- Support administrative functions including record management, correspondence, and enrolment health processes as well as provide relief reception and student services duties.
- In conjunction with the Latrobe City Council Immunisation Team oversee the planning and implementation of the Student Immunisation Program and the Staff Flu Vaccination program.
- Deliver and/or coordinate staff training in anaphylaxis, asthma, first aid, CPR, and related health areas including conducting auto injector verification sessions and maintain training compliance records.
- Together with the Wellbeing team members, manage the documentation and parental consultation for students included in NCCD under the Physical category.
- Participate in policy review, risk management, and OH&S processes to ensure best practice in student health and safety.

Child Safeguarding

- Be involved with Mandatory Reporting process or support a staff member to make a mandatory report, as required.
- Be familiar with and comply with the school's childsafeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Development

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

General

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.
- Demonstrate professional and collegiate relationships with colleagues.

The position description is not intended to be an exhaustive document and may change as the position develops and/or evolves.

Essential Requirements for the Role

Qualifications & Experience

- Current registration as a Registered (Div1) or Enrolled (Div2) Nurse with AHPRA.
- Current certification in relation to CPR, Asthma and Anaphylaxis.

- Strong administrative, organisational and computer skills including experience with database management systems.
- Relevant clearances, including a valid Working with Children Check and National Police Check.
- Drivers Licence.
- School-based experience is desirable, but not essential.

Personal Attributes & Skills

- Highly developed interpersonal and communication skills, with a compassionate, student focused approach and the ability to work effectively with young people, families, and staff.
- Strong analytical, problem-solving, and planning skills, with attention to detail.
- Ability to work both independently and collaboratively within a multidisciplinary team.
- Demonstrated ability to prioritise workload, multitask, meet deadlines, and remain calm under pressure.
- High levels of professionalism, integrity, discretion, and confidentiality.
- Capacity to meet the physical demands of the role, including First Aid response.
- Evidence of and commitment to continuing professional development.

Child Safeguarding

- Experience working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.

Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

Our Vision and Mission

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit.*

Position Description

Authorised by: The Business Manager

Last reviewed: May 2026