

School Nurse Role Description

Position Summary

Position Title:	School Nurse
Reports To:	Principal's Executive Assistant
Position Summary:	The School Nurse plays a vital role in supporting the health and wellbeing of students and staff within Wyong Christian Community School. Guided by compassion and professional excellence, the School Nurse provides prompt medical care, manages chronic conditions, and ensures the safe administration of medication—all while upholding the school's commitment to nurturing each child as a unique creation of God. The role also includes maintaining accurate medical records, promoting a culture of safety, and communicating respectfully with parents/caregivers. Rooted in a Christ-centred ethos, the School Nurse demonstrates God's love through practical care, contributing to a safe and supportive learning community where students can thrive holistically.
Latest Revision:	July 2025
Key Relationships:	Principal's Executive Assistant Administration Staff Students and parents/caregivers

Key Accountabilities

Application of Christian Faith	<ul style="list-style-type: none"> • Lead staff Bible-based devotions according to the established roster. • Apply Bible-based decision-making that aligns with the school's Christian ethos, promoting a Christ-centred approach in all professional and ethical responsibilities. • Actively support the school's Christian Mission, Vision, and Values through professional practice, communication, and relationships. • Serve as a positive Christian role model in speech, behaviour, and lifestyle, reflecting the teachings of Jesus Christ. • Committed Christian with a passion for Christian community who is actively involved in their local church 	Success Measures <ul style="list-style-type: none"> • Decisions and actions align with Christian ethos.
Health Care Services	<ul style="list-style-type: none"> • Respond promptly and professionally to medical emergencies and accidents. • Assess, treat, and refer illnesses or injuries for students and staff with compassion and care. • Administer prescribed and approved over-the-counter medications daily, maintaining accurate medication records. • Monitor students with chronic health conditions (e.g., asthma, diabetes, anaphylaxis) and respond to emerging health risks. • Communicate effectively with parents, staff, and health professionals to coordinate student care. • Organise and manage annual optional vaccination programs for staff and students. 	<ul style="list-style-type: none"> • Emergency response times are consistently within first aid best practice standards. • 100% of medical interventions documented and referrals made where necessary. • Medication register is 100% accurate and updated daily. • Individual health plans in place for all students with chronic conditions.
Health Care Administration	<ul style="list-style-type: none"> • Keep student medical records up to date based on parent-provided information. • Ensure accurate documentation of all medical interactions and interventions. • Safeguard all health records in compliance with privacy legislation. 	<ul style="list-style-type: none"> • Medical record updates completed within 48 hours of receiving new information. • 100% compliance with documentation standards in health records.

	<ul style="list-style-type: none"> • Report mandatory concerns to the Principal or Assistant Principal as required. • Complete and distribute incident and accident reports promptly and accurately. Notify WHS Committee/CFO for insurance matters. 	<ul style="list-style-type: none"> • Zero breaches of confidentiality or privacy complaints. • All mandatory reports submitted within 24 hours of identification. • Incident reports completed promptly; WHS notifications confirmed.
Medication and Equipment Management	<ul style="list-style-type: none"> • Ensure all medications and health-related equipment are safely stored and comply with regulations. • Keep medications in a secure and supervised location. • Properly dispose of used, expired, or hazardous medical materials. • Regularly audit and restock first aid kits and medication supplies. 	<ul style="list-style-type: none"> • 100% of medications stored in line with current regulatory standards. • Zero incidents of medication mismanagement or loss. • First aid kits checked and restocked monthly with documentation.
Duty of Care	<ul style="list-style-type: none"> • Actively ensure the safety and wellbeing of students under the care of the School Nurse. 	<ul style="list-style-type: none"> • No preventable incidents involving students under nurse supervision. • All hazards reported within 48 hours. • Demonstrated compliance with WHS protocols.

Organisation Position

Principal's Executive Assistant
School Nurse
No direct reports

Qualifications, Skills & Experience

Essentials

- Active Christian faith and regular attendance at a Christian Church.
- Demonstrated commitment to the Vision, Mission and Values of WCCS, including the Statement of Faith.
- Bachelor of Nursing degree (or equivalent qualification).
- Current registration with AHPRA (Australian Health Practitioner Regulation Agency).
- Strong clinical experience in patient assessment, treatment, and ongoing care.
- Possession of a valid Working with Children Check (or willingness to obtain one).
- Excellent organisational skills, with the ability to remain calm, efficient, and methodical in a dynamic environment.
- Proven ability to uphold quality, safety, and infection control procedures in line with regulatory standards.
- Positive and proactive attitude, with the capacity to show empathy, work independently, and manage multiple tasks under pressure with resilience and adaptability.
- High attention to detail, with a commitment to accuracy in documentation and procedures.
- Outstanding interpersonal and communication skills, with the ability to work collaboratively, communicate clearly, and manage conflict effectively.
- Proficient in Microsoft Office applications and open to adopting new technologies.

Desirables

- Previous experience working in a school setting.