



# NEWHAVEN COLLEGE

Position Description

## College Nurse – Medical Centre

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## DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach. Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

At the core of our Strategic Direction is 'Hearts & Minds' which recognises all our values interconnecting to provide a means of strengthening our capacity to fulfill our aspirations.

Join us on this journey and add value to Newhaven College's future.

## OUR SCHOOL VALUES

Respect

Honesty

Empathy

Responsibility

Excellence

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Job Title	College Nurse – Medical Centre
Reports to	Head of Middle School
Date	January 2025
Employment Status	Permanent – ongoing 0.40 FTE (Part Time) Thursday and Friday are the allocated days.
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise 2023 - 2026 based on skill set and experience.

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## POSITION PURPOSE

The College Nurse position is to apply management of care for students and staff with injuries, illness and provide appropriate first aid, medication administration and arrange necessary referrals to parents/guardians and medical care practitioners as required.

The College Nurse provides specialist information and support on first aid requirements across the College and first aid supplies including first aid kits for sport and excursions.

## TERMS OF APPOINTMENT

- The position is a permanent ongoing – part time 0.40 FTE (worked over two days that is allocated on a Thursday and Friday). This role is in a job share arrangement for a position that is 1 FTE (full time).
- This appointment will be subject to a minimum employment period of 6 months at the time of commencement.

## Responsibilities and Accountabilities

- Manage and administer support to students' health needs, injuries, first aid needs and treatment, referral to parents, College wellbeing team or medical health assessment as required.
- Complete record and maintain documentation and data entry with accurate information held within SEQTA and synergetic.
- Be proactive in specialist application to make clear decisions in health emergencies and contact appropriate medical services.
- Daily morning check of Consent2Go and diaries for upcoming events to add planning and organisational talks.
- Manage and coordinate first aid, anaphylaxis, Glucagon (Diabetes), Midazolam (Epilepsy) and asthma training for staff and students.
- Manage and coordinate the planning and preparation of Diabetes Action Plans with the College Diabetic Educator with Staff, parents/guardians, GP /Specialists to support for overnight camps and excursions.
- Attend annual CPR, first aid trainer accreditation and develop growth in skill and knowledge within the medical sphere.



- Plan and prepare student action plan and risk assessment for students at risk of anaphylaxis and Asthma.
- Plan and ensure management action plans are regularly reviewed and updated accurately.
- Manage accurate attendance records for absences, late arrivals and departures held within SEQTA that are captured from medical centre attendance.
- Ensure Student medical health alerts are communicated to relevant staff, applicable House Leader and Sub-School.
- Support the administration and management of the immunisation program for students including consents and liaising with Bass Coast Shire Health – Immunisation program.
- Take a lead role in First Aid attendance at College sanctioned sport carnivals and other events.
- Maintain at par levels and routinely check clean, First Aid supplies for yard duty bags, sport mobile bags/ kits, emergency asthma, diabetic, EpiPen kits and College medical centre has medical supplies.
- Manage compliance of student adrenaline auto-injectors and other medication are labelled clear, within expiry date limits and stored in nominated locations with appropriate documentation and action plans signed by treating medical practitioner. Make necessary follow ups and actions to ensure student medication is correct at all times.
- Complete incident reporting via SEQTA and CompliSpace (policy connect) and provide briefing of matters of concern to the Head of Middle School.
- Undertake the compliance of monthly reporting EpiPen Defibrillator/emergency medication checklists and subsequent administration.
- Manage and conduct Anaphylaxis practical training as required and directed.
- Manage the day-to-day workflow of the College Health Centre including prioritising unscheduled tasks in a timely efficient and effective manner.
- The College Nurse shall act in a professional way, with well-developed listening skills and the ability to act with competence and exercise judgement. To make decisions within policy, procedures and guidelines. Guidance and support may be available with selected options when decisions are outside the College procedural framework.
- Undertake general administrative support tasks as directed by Principal and/or Head of Middle School to support operations of the College in a timely, effective and accurate manner. This includes other reception staff primarily in Middle school.
- Conduct is aligned to College policy and procedures to include upholding confidentiality in the strictness of confidence.



- Update and register handover information to your job share partner in the College Medical Centre.
- Maintain the College Medical Centre with presentable hygienic standards and complete linen change as required.
- Complete online child safety module and mandatory reporting training as delivered by the compliance officer.

### Desirable Skills and Knowledge for the position

- Demonstrated experience and skill to exercise sound professional judgment in making decisions within policy and procedure.
- Communicate with demonstrated experience, knowledge and support effectively our students, parents and Colleagues within the College.
- Proven attention to detail to data entry relating to student records in a timely manner.
- Practical and demonstrated experience and understanding of the College Privacy Policy.
- Operate with a calm demeanor to make clear decisions and provide clinical information in health emergencies and contact appropriate medical services.
- Demonstrated ability and experience to support and adjust to assist other staff with a team focus to work collaboratively and efficiently.
- Demonstrated experience with administrative skills with quality, timely and efficient word, excel, database management with a high attention to detail.
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Work and align with the College values and expectations.

### Internal Connections

The College Nurse shall connect and support distribution of accurate information with key internal colleagues of the College - College Medical Centre, Head of Middle School, Principal, Wellbeing team, Heads of School and all general staff and students.

### External Connections

The College Nurse shall connect and support distribution of accurate information with key external colleagues - parents, guardians and families of students, broader College community, Bass Coast Shire Council Health team, contractors, suppliers and emergency services.



## SPECIAL CONDITIONS AND REQUIREMENTS

- Maintaining a valid working with Children Check and current National Police Criminal History Check
- Comply with the College's Code of Conduct and Child Safe Policy and standards.
- Current work rights for Australia
- Undertake child safe and other training as required.

## STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The 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.

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.*