**THE BRITISH SCHOOL JOB DESCRIPTION**

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| **Job Title: Nurse** | **Department: Admin** |
| **Reports to**: Nurse Supervisor |  |
| **Role:** School nurse works closely with students, staff and parents offering support and advice on a range of health and safety issues, assessing the health needs of students; complying with the policies relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to parents, teachers, staff, and Board of Governors; and identifying health problems for referral for proper treatment.  |
| **Key Accountabilities :****Health Care*** Collect student health forms annually.
* Maintain accurate and confidential health records.
* Provide first-aid and health advice to both students and staff.
* Able to perform Cardio Pulmonary Resuscitation of high standard should the need arise.
* Manage and record medical supplies.
* Stay back for any school events like: Valediction, Sports Day, International Day etc and any school-host events.
* Regular and thorough checking of Medical Room equipment and emergency equipment in outlying areas.
* Accompany for annual/ day school trips.
* Provide first-aid kits for any school trips.
* Provide and refill the first-aid kit in designated floor areas.

**Communication/Coordination*** Liaise with Admissions office regarding health form of new students.
* Liaise with parents regarding health issues or ongoing health care of their child.
* Liaise with external providers for medical health checks for staff and develop system for identifying need for repeat visits.
* Provide escort to medical facility and accompany until family member is present.
* Inform the parents before the expiry of students’ own medicine for replacement.
* Inform Key Stage Offices about any student that require counselling.
* Inform the Estate and the concerned department to see/fix for any areas that can be a health and safety issue for staff and students.

**Database, filing and reporting*** Maintain data for daily visit of students in health room.
* Maintain a student health information and provide details to teacher accompanying any school trips.
* Maintain a record and file water-testing reports.
* Provide reports to Board of Governors as required.
* This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.
* The school may review and modify or amend the Job Description as needed after discussion with the position holder.
* You may be required to support other offices in case of emergency or school events.
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| **Competencies** * Diploma holder/Graduate Nurse with at least 2 years of experience.
* Expertise in emergency care or school nursing preferred.
* Good interpersonal and communication skills
* Good organisational skills
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| **Personal Attributes :*** Alert and proactive
* Attention to detail
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***Safeguarding Information***

*The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder’s Signature: Date: