



## **Job description: School Nurse**

### ***Definition of the role***

The School Nurse works in partnership with the school to create a healthy environment for students and staff, and to respond to the needs of individual children.

Required qualifications: The School Nurse is officially qualified as a medical nurse, preferably as a paediatric nurse; experience in handling emergencies is desirable; educational experience is desirable

### ***Tasks and Responsibilities***

#### **Medical**

Handle medical emergencies on campus

Have a list of at-risk students and a set of first aid supplies at hand for use during any emergency evacuation of the building

Administer to minor injuries and mild illnesses

Supervise students in the sick bay

Provide confidential health advice to individual students who ask for it upon request

Counsel students who have been referred to the School Nurse in the meetings of the Student Support Services Team and report back on progress

Provide advice to students, parents and staff regarding the management and control of infectious diseases

Organise first aid courses for staff

Provide training and advice for staff to support children with diabetes, asthma or epilepsy

Organise flu shots for staff and providing staff with necessary information

monitor periodically health and safety conditions in the classrooms

Implement relevant procedures to control infectious diseases

Provide information to the wider school community regarding health matters

#### **Organisational**

Keep the sick bay comfortable and tidy

Fill out accident report forms and monitoring the number and type of accidents that occur

Ensure that staff knows what they need to know regarding relevant medical information about students, whilst protecting privacy and confidentiality.

Monitor the frequency, pattern and duration of student absences due to illness

Ensure that first aid supplies throughout school are kept up to date

Maintain records of staff members' first aid training history

Be an active member of the Student Support Services team

Be an active member of the Health and Safety committee

## **Educational**

Contribute to the development of health education school wide

Deliver guest lessons school wide on topics related to health education (disease, pandemics, balanced diet, sexual health, contraception, HIV/Aids, substance abuse, mental health and wellbeing)