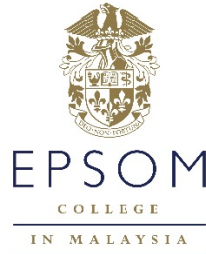


Date: August 2016

Review: August 2017

Responsibility: Deputy Head Pastoral



JOB DESCRIPTION

School Nurse

Introduction

This document is to be read in conjunction with the Employment Agreement. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with The Headmaster.

Job Definition Summary

Promote and support the health and welfare of the school community by:

1. The provision of first aid, nursing care, health advice and student developmental monitoring
2. The provision of health education
3. Promote and assist in the maintenance of a healthy, safe and energetic community.

Responsibility

All duties should be carried out in a professional, caring and safe manner. Confidentiality should be maintained unless circumstances indicate otherwise.

- I. The provision of first aid, nursing care, health advice and student developmental monitoring
 - Promptly attend to students, staff and visitors who become ill or injured while on-campus or during an off –campus activity
 - Follow up on ill or injured students and staff
 - Provide on going nursing care to students who are ill or require support due to an injury
 - Keep your first aid skills, clinical assessment and management skills updated and relevant
 - Promptly arrange for further medical or psychological attention when circumstances indicate.
 - Provide parents/guardians and relevant school staff with information about student health or developmental concerns and give advice if applicable in a timely manner

- Maintain accurate and updated health and screening records
- Keep updated on local and global health issues relevant to the school's welfare and provide information to the school community where applicable
- Provide annual student developmental health screening

The provision of health education

- Initiate health education programs through classroom activities, assemblies, talks, displays, promotion of health awareness days/activities
- Provide support and involvement with the Life Skills (PSHE and SEAL) curriculum in areas relevant to health
- Provide support with the academic curriculum in areas relevant to health

Promote and assist in the maintenance of a healthy, safe and energetic community

- Promote and assist in maintaining infection control procedures including procedures for identified communicable diseases
- Monitor and maintain the safety and cleanliness of the Medical Room facility and equipment including daily checking of the AED(automated external defibrillator)
- Report and follow up maintenance and cleanliness issues promptly
- Maintain, audit and store medical supplies and equipment according to manufacturer and local authority guidelines
- Dispense and store medications according to Ministry of Health regulations for nurses
- Audit and maintain outlying first aid equipment eg first aid kits at least each term
- Provide students and staff with basic emergency first aid knowledge and skills
- Assist in the recording, follow up and storage of Incident and Injury data
- Assist in creating school policy and procedure relevant to health and welfare
- Communicate effectively about health and welfare issues with parents and school staff
- Maintain strong links with outside medical and health agencies
- Promote and role model a personal healthy lifestyle
- Be actively involved in the school life

Requirement:

- The applicants must be registered with the Malaysian Nursing Board;
- Have a minimum of 2 years clinical experience;
- A good knowledge of written and spoken English and be IT literate.;
- Some experience in school nursing would be an advantage but not essential.
- Must be willing to stay on campus and willing to work on shift and at weekends.