

JOB DESCRIPTION	
Post Title:	School Nurse
Reporting to:	Deputy Headmaster (Pastoral) & DSL (Designated Safeguarding Lead)
Responsible for:	Provides first aid or emergency treatment and direct care to children and staff.
Main Duties:	<ul style="list-style-type: none"> ➤ Documenting student's clinic visit, medication record and accident logs on ISAMS. ➤ Liaising with the front desk about any outstanding medical absence in order to keep Register accurate. ➤ Provides direct communication with parents regarding sick children. ➤ Administer daily medication to children, as directed by doctor or parents (with verbal or written consent). ➤ Review First Aid and medical policy as advised by DHP (Deputy Head Pastoral). ➤ Update students' health record, condition, and informing school staff for any medical related notes. ➤ Manages children's updated health record, condition, and informing school staff of any medical related notes. ➤ Collaborates with Ministry of Public Health and Communicable Disease Centre for any health programs and information. ➤ Orders of Medical supplies. ➤ Prepares First Aid kit for school trips and out of School activities. ➤ Health teaching and advice to children, parents and staff. ➤ Checks stock medications in the clinic up to date and discarding out of date medications. ➤ Identify any "at risk" children as part of safeguarding, reports to DHP and concerned individuals. <p>Weekly:</p> <ul style="list-style-type: none"> ➤ Ensuring all medical information, from children's Application Forms, is added to ISAMS and up-to-date. ➤ Check physical registers once a week for any outstanding paperwork and cross-reference all absence marked with a 'M' (medical absence) to match the paperwork received. ➤ Phoning and meeting any parents with follow-up call, particularly if the child has been unwell for a sustained period. ➤ Alerting Deputy Head Pastoral to any anomalies in the register. <p>On-going:</p> <ul style="list-style-type: none"> ➤ Ensuring files are easily and readily accessible and simple to follow in case of another member of staff needing to find out any information in hurry. ➤ Reminding all parents to complete the necessary forms if they simply send an email to inform of any absence. ➤ Filling all forms correctly.

	<ul style="list-style-type: none"> ➤ Follow up with Ministry of Health submissions to chart. Extend this model to include EYFS for in-house data use only. MOH is compulsory for all primary children.
Qualifications:	<ul style="list-style-type: none"> ➤ Registered Nurse ➤ QCHP License ➤ MOH Approval in Qatar.
Legal Requirements	<ul style="list-style-type: none"> ➤ Police clearance certificate from home country (ACRO) if from UK and from Qatar, a police clearance certificate, less than 1 year old. ➤ Education Certificates must be attested by MOFA and Qatar Embassy home country. Education documents should be (degree certificate, transcripts, University letter stating you were a ‘full time’ Student).
Recruitment Safeguarding:	<p>King's College Doha takes safeguarding the welfare of children and young people very seriously and expects the same from its employees. All staff will be subject to rigorous background checks to include three professional references. All education certificates and supporting documents need to be attested to show authenticity. Successful applicants must provide a police clearance certificate from home country and Qatar. Local police clearance certificates must be less than one year old. In addition, all new staff/volunteers will attend KCD induction and undertake mandatory child protection online training which the Qatar Ministry of Education requires.</p>
King's College Expectations	<p><u>As part of the King's College, Doha Team, you are expected to:</u></p> <ul style="list-style-type: none"> ➤ Act with professional integrity at all times, notwithstanding issues of confidentiality and tact; act with honesty and transparency with regard to your work. ➤ Identify and improve those areas relevant to your role that need to move from good to outstanding. ➤ Maintain school policies, head procedures relevant to your area, and update whenever required. ➤ Be present where required at meetings, performances and other functions/events. ➤ Undertake a proactive part in those activities that are part of the self-evaluation of the school, upholding the standards of the school in all areas being a present around school, appraisal and performance and line management systems. ➤ Work as part of a team submitting draft proposals and documents for further development by the Leadership Team and accepting and supporting final Leadership ➤ Be punctual to attend scheduled meetings. ➤ All members are encouraged to express their views, but are expected to work to the majority decision or the final decision of the Principal. ➤ Manage the sometimes, conflicting needs of transparency and confidentiality, at all times working as one team with the staff. ➤ Avoid the ‘them and us’ ethos. ➤ Undertake specific tasks reasonably delegated by the Deputy Head, Pastoral & Principal.