



## **Job Description – School Nurse**

### **Purpose of the job**

The School Nurse is responsible to provide every student basic, preventive, curative and rehabilitative health care services in order to maintain their well being. They are also expected to develop and maintain, in close collaboration with the School Doctor and the Dubai Health Authority, a healthy school environment through effective regular health programs and awareness campaigns in line with the Dubai Municipality Local Order No. 76 of 1992.

### **Key responsibilities**

This list is not exhaustive, and the role will involve considerable flexibility and initiative to adapt to the demands of the life of the school.

1. The provision of the best medical care to students and staff on a daily basis, and to raise an awareness amongst students and staff on contemporary health care and medical issues.
2. To arrange, if necessary, to get the pupils / person home safely or to alternative care if appropriate.
3. To administer medication according to School policy, and to attend promptly to students / staff with injuries or other conditions requiring immediate attention.
4. To liaise with parents and staff in accordance with the School policies on medical and mental health.
5. To share in the planning, assessing and immunization of students if required, and to communicate this with parents.

6. To manage the everyday running of the Health Center, and to ensure that it is stocked and equipped according to Dubai Health Authority guidelines.
7. To ensure safe storage, usage and disposal of medical supplies and drugs.
8. To ensure the provision of first aid kits around the School and replacement of supplies when necessary.
9. To maintain and organise pupil medical files, medical records and reports as outlined in school policy.
10. To develop health care plans where appropriate; giving support to relevant teaching staff in their dealings with pupils in the classroom and in extra-curricular activities.
11. To attend regular meetings with Vice Principal (Pastoral) to provide advice on effective pastoral care for pupils, and to provide general advice and training for staff for pupils with particular medical needs.
12. When requested will provide support and guidance to staff on residential trips, and will provide support to staff on sports fixtures and other school events.
13. Will be expected to work alongside staff to ensure the timely completion of accident reports.
14. To maintain electronic records of daily visits to the Health Center or accidents reported including the nature of the problem, treatment or advice, and recording any follow up action taken.

### Person Specification

	Essential	Desirable
<b>Educational Attainment</b>	Relevant nursing qualification	Driving License
<b>Knowledge &amp; Experience</b>		
Knowledge of:	Health care and the administering of medication and first aid. Safeguarding children	
Experience in:	School nursing and dealing with children.	

<b>Skills &amp; special attributes</b>	Ability to work independently Computer literate, with excellent communication skills An understanding of working in Schools and a willingness to contribute fully to the School life. Friendly, energetic and confidential	Good sense of humour

## **CHILD PROTECTION**

In the context of his/her employment the member of staff will frequently be in the presence of children and will therefore have to have appropriate levels of training in child protection. All members of staff must comply with the School's Safeguarding Policy. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

## **Line management**

The post holder reports to his or her immediate line manager, and will have close working relationships with the Senior Leadership Team, and the marketing and admissions department. He or she will also work closely with Heads of Department and Heads of School.

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