



JOB DESCRIPTION

<u>POST:</u>	School Nurse
<u>TO WHOM RESPONSIBLE:</u>	School Doctor (Director of Medical Services)
<u>MAIN PURPOSE:</u>	To provide effective coordinated medical care to the school student and first aid care to all members of the school community.

KEY RESPONSIBILITIES:

The post-holder will deliver medical and nursing services throughout the school providing coordination of care with effective organisational management and communication networks. Previous school experience is mandatory and must have a Paediatric Advance Life Support (PALS) certificate or be willing to be certified.

Nursing:

- Plan, implement and evaluate health care, ensuring the school health service is responsive to change and development within the school.
- Act as a clinical expert and role model participating in the development of school nursing practice.
- Participate in staff training in relation to medical treatment and student health care.
- Provide first aid or emergency care to the school community.
- Refers to the School Medical Officer/ Head Nurse for advice when needed.
- Provide effective and supportive communication with parents about the students' condition and nursing care given.
- When required transfers the student to the Accident and Emergency department of the nearest hospital as per standard procedure.
- Ensure that all medical supplies and equipment needed for first aid and emergency care are available and in working condition in the school clinic.
- Ensure administration of nursing care appropriate to the nursing needs of the student.
- Administer medicines, treatments as per written standing order of the School Medical Officer.

Preventive Health:

- Through team planning and coordination, regularly monitor the health status, growth and development of every student in order to detect early signs and symptoms of disease/ health problems that will adversely affect the learning process.
- Refer to the schools Medical Officer/ Head School Nurse students whose growth and development measurements show deviations from normal.
- Prevent and control the prevalence of infectious/ communicable diseases in the school.
- Assists the School Medical Officer in the organisation and conducting of medical examinations of the students ensuring effective communication with parents and relevant school staff.
- Monitor students who are frequently absent from school due to health related problems.

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- Provide evaluation all students' immunization history and offer education and advice to parents with regards to standard immunization schedule.

Health Education:

- To assist in the planning, implementation and evaluation of health education programmes that will assist every student to develop or enhance a healthy lifestyle/ practice for the promotion and maintenance of good health.
- Assesses learning needs of individual students and peer groups.

Administration:

- Development and maintenance of the health records for all students ensuring documentation of nursing care given to the students in school health records. Maintains medical records accurately, confidentially and safely.
- Ensure that School Nursing Record is available for use by the School Medical Officer for the purpose of recording all findings and recommendations.
- Maintain records/ graph of the measurements of every student, in the School Health Records.
- Document all drug administration to the students in the prescribed forms ensuring accurate communications to parents.
- Assist in the collection and correlation of statistical data, maintaining required records and reports as per guidelines for the purpose of submission to school health service.
- Monitor and maintain stock levels of medical supplies and equipment needed for the full functioning of the Health Centre.

Health and Safety:

- Monitor and maintains a safe and healthy school environment, in cooperation with the School Medical Office/ Head Nurse.
- Carries out regular checks to implement the standards requirements for the School Building and Environment.
- Reports and suggests to the school's authorities, corrective measures of any findings that need attention.
- Ensure records of reported accidents are maintained.
- Provide the Health and safety Committee with accident reports.

Liaison

- Work closely and in confidence with the School Medical Officer/Head Nurse and as appropriate other academic staff members to ensure seamless and continuous care to the students.
- Liaison with School Health Service and all other departments as is necessary, coordinating with the Nurse in Charge of the School Health Service of DHA.
- Work closely and in confidence with the safeguarding team to ensure child protection and early detection and assessment of any safeguarding issues.

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Professional Development

- Participate where required in Staff Development and INSET and attend staff meetings, house meetings and briefings.
- Ensure on going professional updates including nursing knowledge on recent trends and on school health.

School Development:

- Support the School Development Plan so far as it relates to the School Medical Centre and its function and the continuing improvement of premises and accommodation.

Dress:

- To maintain smart and professional standards of appearance.



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