

School Nurse, AJIS Kanazawa Job Description 2023-2024

Title: School Nurse

Reports to: Head of School, AJIS Kanazawa

Description: The school nurse is a professional nurse working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

Overarching Responsibilities

Provision of Health Care

- Provide health assessments by obtaining a health and developmental history, screening and evaluating findings for deficits in vision, hearing, growth, etc. and by observing children for development and health patterns in making a nursing assessment and nursing diagnosis
- Maintain and update cumulative health records
- Develop and implement a health plan by interpreting the health status of pupils to school personnel and initiating referrals to parents, school personnel and community health resources for intervention, remediation, and follow through
- Provide health information to assist students and families in making health-related decisions.
- Promote and assist in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases
- Provides assistance to faculty and staff in navigating the National Healthcare system

Child Protection Officer

- Implement child protection policy and procedures in collaboration with the PLT
- Encourage good practice by promoting and championing the child protection policy and procedures
- Monitor, review the child protection policy and procedures; ensure they remain current, fit for purpose
- Regularly report to the PLT
- Keep abreast of developments in the field of child protection in Japan and in international schools by attending relevant training or events and reading all governmental guidelines
- Organize/signpost appropriate training with the PLT for all adults working with children at the school
- Establish and maintain contact with local statutory agencies including the police and social services
- Respond appropriately to disclosures or concerns which relate to the well-being of a child
- Maintain confidential records of reported cases and action taken
- Liaise with the PLT and/or statutory agencies and ensure they have access to all necessary information

Health policies and Programs Leadership

- Support develop/revise school health policies, procedures and standing orders
- Review, revise, implement emergency policies, including in-service health, safety programs for personnel
- Recommend and help to implement modifications of school programs to meet students' health needs
- Plan and implements school health management protocols for the child with chronic health problems, including the administration of medication
- Develop procedures and provide crisis intervention for acute illness, injury and emotional disturbances
- Recommend provisions for a school environment conducive to learning

Community Liaison

- Coordinate school, community health activities; serve as liaison between home, school, and community
- Engage in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices

Healthy School Environment Provision

- Deliver CPR/First Aid training to faculty and staff
- Care for teachers and school staff, including annual medical check ups and mental health management
- Prepare a budget for school health supplies; prepare first aid kits
- Support HR to enhance working environment, attend the Safety and Health Committee (安全衛生委員会)

Qualifications, Skills and Experience:

- Possession of a current license to practice nursing
- Three year's experience as a professional nurse in a school setting
- A baccalaureate degree in nursing or a related field
- Professional level bilingual abilities (Japanese & English)
- Effective organizational and verbal skills
- Ability to integrate technology into work
- Commitment to learning new technology
- Commitment to being a team player and contributing member of the AJIS Community

Performance Review:

The performance of the School Nurse will be reviewed annually against the following criteria:

- Effectiveness in delivering the required duties and advancing Aoba's Mission, Vision, and Strategic Plan
- Collaboration with team members and engagement in school initiatives.
- Contribution to the school community

Feedback: Regular feedback will be provided during one-on-one meetings, with professional development opportunities offered to support the Nurse's growth and success.

A-JIS BELIEVES

- that each employee makes a significant contribution to our success
- that contributions should not be limited by the assigned responsibilities

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor AJIS to only the work identified. It is the expectation of the school that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Acceptance of Job Description:

I have read and understood the job description for the teaching role. I agree to perform the duties outlined and adhere to the expectations and responsibilities described.

Employee Name:

Employee Signature:

Date: