

## 1. OVERVIEW

- 1.1. The Boarding Staff Nurse is appointed by the Head Nurse in consultation with the HR and HoS and will report to the Head Nurse.
- 1.2. The Boarding Staff Nurse is responsible for the assessment of health complaints, medication administration, and care for students with special health care needs;
- 1.3. The Boarding Staff Nurse is also responsible for managing all medical emergencies and urgent crisis situations of a student who is in need of medical care.
- 1.4. The Boarding Staff Nurse is a full-time employee of Stonehill International School.

## 2. EXPECTATIONS

As a medical professional working in a K-12 international school, it is expected that a Nurse will:

- 2.1. Be qualified in Nursing and should have experience in working in a reputed hospital and/or school.
- 2.2. Demonstrate an explicit commitment to the philosophy, mission and vision of the school as determined by the Senior Leadership Team.
- 2.3. Communicate effectively with all school constituencies
- 2.4. Respect and treat all students equally.
- 2.5. Ensure safety and well-being of the students.
- 2.6. Keep abreast of relevant nursing developments and research;
- 2.7. Maintain an effective working relationship with colleagues, Co-ordinators, Heads of Departments and members of the Senior Management Team.
- 2.8. Contribute to school life beyond Health care
- 2.9. Adhere to highest standards of confidentiality, privacy rules and regulations.
- 2.10. Be familiar with the operational practices and expectations of the school.
- 2.11. Adhere to the school policies and guidelines.
- 2.12. Attend all the meetings as per the requirement of the School Head Nurse.

### **3. DUTIES AND RESPONSIBILITIES**

- 3.1. Assists in facilitating normal development and positive student response to interventions.
- 3.2. Assists in safeguarding & monitoring students, teachers & staff health and wellbeing.
- 3.3. The Boarding Staff Nurse shows professional knowledge with provision of care based on individual health care needs.
- 3.4. The medical files of student and school personnel should be carefully maintained by the school nurse.
- 3.5. The injuries and illness managements and day to day students and staff's health records will be maintained in the Medical Room. Confidentiality should be ensured at all times.
- 3.6. Assist in collaborating with the senior administration team, cafeteria staff, physical education department, learning support and respective staff and teachers for promotion of health in the school setting.
- 3.7. Assist in conducting discussions and training with school personnel as well as handle specific classes whenever needed to assist teachers with health related topics and issues.
- 3.8. Assist in the provisional management of contagious diseases.
- 3.9. Maintain First Aid Cabinets and boxes within the school.
- 3.10. Assist in providing quality health care and intervene with actual and potential health problems.
- 3.11. Responsible for safe dispensing of medications, care of children who are unwell and designing health care plans for students and staff.
- 3.12. Ensure proper communication with parents regarding their children's injuries as well as health status.
- 3.13. Support, advise and monitor children and students with minor mental problems such as depression.
- 3.14. Perform other duties as assigned by the School Head Nurse.

The Job Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position. It is subject to review and modification by the Head of School at any time in response to the changing needs of the school.