

Substitute School Nurse

Important Note: This is a Substitute Position Interim work covering ad-hoc requests
Start Date: Ongoing

The International School of Brussels is a dynamic learning organization committed to developing independent learners and international citizens. The school is a vibrant community in which students, teachers, staff and parents work together towards the achievement of our mission and goals.

All ISB employees contribute to the school's success in their individual way. The faculty is directly involved in the student learning process. The staff supports that learning process by providing a range of services that ensure that high quality learning takes place.

Purpose of the Job

Provide health support to the ISB Community (students, faculty & staff, parents and other visitors) during the day.

Accountabilities

Medical Care

Care to anyone who becomes ill or injured at ISB throughout the school day:

- Properly assess the nature of illness or injury and take appropriate action,
- Provide medication as indicated,
- Communicate with parents, pluridisciplinary team and teachers as needed.
- Provide information, health services, first aid and emergency care for students and staff.
- Provide education and support for staff and students who have specific health needs: including but not limited to: Allergy management, Basic first aid training, Acute and chronic disease management and/or developmental disabilities
- Ensure successful collaboration with job sharing partners and proactively develop and adhere to efficient work procedures;
- Provide support to families by helping them navigate the Belgian healthcare system. Provide resources, suggestions and assistance when needed.

Everyone included. Everyone challenged. Everyone successful.

Medical Records

- Update the medical records for all students on a regular basis;
- Record and maintain a complete and accurate nurse visit, accident and health record system for students and staff members;
- Coordinate handling of permission with parents and follow-up with teachers and/or members of the pluridisciplinary team.
- Produce a monthly census of visits to the Health Office.

Medical Stock

Help maintain adequate supplies of any medication needed in the Health Office at all times:

- House medication for students as indicated by parents for specific conditions.
- Maintain up-to-date permission forms for administration of medication as needed,
- Prepare First Aid Kits for school trips schoolwide.
- Maintain stock of OTC medication and medical supplies.

Qualifications & Competencies Needed

- Registered nurse with bachelor's degree or valid nursing licence
- A valid work permit
- Well organised, flexible, and able to work under pressure.
- Confidentiality: ability to safeguard issues in a school and 'working' environment.
- Strong service-related people skills.
- Enjoying working with children and teenagers is a must.
- Criminal record (Modele 2), which you can get from your Commune.
- FA/CPR/AED qualifications
- Proficiency in English, other languages an asset
- Computer skills
- Flexibility and team-player with a can-do attitude
- Experience in Pediatric or emergency care is a plus

If you are interested in applying for this position, please send your CV and application to recruitment@isb.