



INTERNATIONAL
SCHOOL *of* DAKAR

JOB DESCRIPTION

School Nurse

Position: School Nurse

Reports to: Assistant Director

Contract: 100% (Full-Time)

Hours: 8 Working Hours + 1 hr lunch break

POSITION OVERVIEW

The School Nurse plays a key role in supporting the health, safety, and well-being of the ISD community. Working collaboratively with a second school nurse, the role ensures high-quality care, emergency response, and ongoing health support for students, faculty, and staff.

The School Nurse is responsible for managing health records, administering medications, responding to medical incidents, and maintaining effective communication with families and school staff. The role also contributes to the development and continuous improvement of the school's health services and overall wellbeing programs.

QUALIFICATIONS

- Bachelor's degree in Nursing or a related field
- Current license to practice professional nursing
- Valid CPR certification (e.g., American Heart Association, Red Cross, or equivalent)
- Minimum of 3 years' experience as a registered nurse (school nursing experience preferred).



INTERNATIONAL
SCHOOL *of* DAKAR

OUR VISION

Our community leads, inspires, and impacts global change with compassion and wisdom.

OUR MISSION

We nurture each learner's growth.
We embrace each other and our local community.
We foster diverse perspectives and global citizenship.

Empathy

Integrity

Respect

Responsibility



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KEY RESPONSIBILITIES

Health Services & Emergency Care

- Provide first aid and emergency care to students and staff
- Ensure consistent clinic coverage during the school day and support after-school activities
- Respond promptly to medical emergencies and communicate effectively with parents, teachers, and administrators.
- Act as liaison with local healthcare providers and emergency services when required.
- Act as the school liaison with local medical professionals and emergency services

Health Records & Medication Administration

- Maintain accurate, confidential, and up-to-date student health records
- Administer medications as prescribed, with proper documentation and parent/physician consent
- Ensure students do not self-administer medication without nurse supervision

Health Screening & Monitoring

- Support follow-up on identified health concerns
- Maintain an annual inventory of medical supplies and reorder as necessary
- Coordinate and support health screening programs (e.g., vision, hearing)

Health Communication & Education

- Communicate important medical information to staff, parents, and administration in a timely and appropriate manner
- Advise teachers and staff on student-specific health needs and accommodations.
- Share emergency health information with staff at the start of each school year.
- Publish regular health updates in the school newsletter (e.g., immunizations, hygiene, disease outbreaks)

Policy & Community Health

- Advise school leadership on communicable disease protocols, including exclusion and re-entry guidelines
- Serve as a health resource for faculty and staff
- Maintain an updated list of emergency contacts and local medical facilities
- Support school travel programs with destination-specific health guidance
- Contribute to the development of whole-school health and wellness initiatives and training

Other Duties

- Participate in relevant school meetings, committees, and events





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- Prepare required health reports for administration
- Recommend improvements to school health services proactively
- Provide or coordinate medical coverage for school trips, sports events, and special activities
- Perform additional duties as assigned
- Serve on the school's Health & Safety Team

AVAILABILITY

This is a full-time position shared between two school nurses.

- The school clinic must be operational at least 30 minutes before the start of classes and remain open during after-school programs
- Coverage for school events (e.g., field trips, sports tournaments, special activities) must be coordinated in advance with school administration to ensure adequate medical support at all times

To apply for the role, please complete the application [here](#).