



Association International School

• 6 Patrice Lumumba Road, Airport Residential Area, Accra • Phone: (0302) 777735, 955875
www.associationinternationalschool.org

JOB TITLE: School Nurse (Dorm Nurse)

STATUS: Administration Team

REPORTS TO: Head Nurse

ROLE REQUIREMENTS: To reside in the school's boarding premises and provide medical assistance to school-age students.

THE ROLE

The role occupant will be responsible for providing medical assistance to school-age students, and they complete multiple tasks each day ranging from assessing minor injuries to requesting emergency services. The role is expected to provide support to the medical needs of students and staff at Association International School throughout term time. The Nurse is expected to provide expertise and maintain a fully equipped medical unit and first aid station on campus and to monitor health & safety in the boarding house.

SPECIFIC DUTIES AND RESPONSIBILITIES

Specifically the School Nurse job duties and responsibilities will include but not limited to:

Nursing

- Treat minor ailments & injuries of staff and students
- Dispensing prescription medications to students per physician instructions
- Verifying vaccination records
- Keep and administer medications appropriately
- Maintain full and up-to-date medical records on all students and staff
- Liaise with parents, school management and local facilities if expert treatment is required
- Take ill/injured students or staff to hospital when necessary
- Communicating to relevant staff 'High Risk' medical problems of specific students
- Liaise with parents regarding their children's health situation
- Inform relevant Teachers, Heads or the School Counsellor if any student exhibits psycho-sociological problems or confides in the nurse
- Ensure and maintain a fully stocked infirmary
- Notify and advise school management on any significant health issues inside the school or in the wider community
- Advise on school health policies by providing data driven information
- Assist with routine annual medical and stress checks of staff and students
- Maintain all relevant medical records

- Collect medication and prepare relevant information for staff prior to day/residential trips
- Be present at school sports fixtures as an onsite nurse to treat any sports related injuries
- Provide relevant medical related advice to parents when requested
- Liaise with the Supervisor of the Boarding House and other Dorm Parents on all medical issues pertaining to Boarding House students

2. Health and Safety

- Advise the School's management on all relevant Health and relevant Safety issues
- Educating students on hygiene and safety practices
- Perform First aid training (including CPR/AED) where needed

3. Student Support

- To work in collaboration with the Head Nurse to develop Nursing and Medical care services for Boarding House students
- To play an active role in an individual-centered approach to support students who have co-occurring challenges
- To share appropriate student information and strategies with staff to support students' medical and wellbeing needs
- To undertake Safeguarding training and report safeguarding concerns in line with the schools Child Protection and Safeguarding procedures

PERSON SPECIFICATION

- Registered Nurse
- Good command of spoken and written English
- Ability to clearly communicate with people at all levels especially pupils of all ages and diverse nationalities
- A caring and reassuring 'bedside manner' when treating students
- Ability to remain calm whilst under pressure
- Ability to take control of an emergency situation, to work quickly and direct others
- Ability to develop and maintain positive working relationships with other team members, staff, students and the wider community
- Ability to work under time pressures whilst continuing to prioritize and perform effectively
- Certified in First Aid, CPR and AED for adults and children
- Confident in the use of email, internet and Microsoft Suite software
- Excellent organisational abilities
- High standards of dress and professional behaviour
- Flexibility, enthusiasm and commitment in a work environment

