

JOB FAMILY – Administration and Operations

Job Name	School Nurse
Job Code	ADM02/008
Role Summary	The Nurse's primary responsibility is to ensure the smooth operation of the Medical room in order to provide professional, immediate and appropriate medical support to the students and the school.
Main Accountabilities	<ul style="list-style-type: none"> • Respond to the needs of students reporting sick, prioritise and deal with them as appropriate, including carrying out appropriate First Aid care. • Making arrangements to send home/contacting parents/hospitalisation, where necessary. • Advising and educating patients on follow-up care, general health matters, immunization and etc. • Liaising with form tutors and year/school heads on problems with students. • Responsible for maintaining the medical room in good condition by ordering and maintaining adequate medical supplies and keeping the room clean and sanitary. • Responsible for ensuring adequate and appropriate First Aid stock in medical room and "Bleed Boxes" in classrooms, such as contents and display etc. • Maintain records of all visits to the Medical Room and report as appropriate. • Responsible for Accident and Insurance Form completion. • Collate information for Health Department's Students Health Service. • Providing staff with First Aid kits for camps, excursions, trips etc
Typical reporting relationship	Principal or Vice Principal
Minimum typical education	Licensed or Registered nurse in Hong Kong
Minimum typical experience	5 years nursing experience in a hospital, clinic or education environment, including treating children.
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> • Applies ability to perform routine medical procedures and first aid treatment • Excellent communication and interpersonal skills with staff and students <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Applies understanding of government requirements on medical health & safety in schools. • Applies an understanding of the school system.



Core Soft / Transferable Competencies required	<ul style="list-style-type: none">• Communication• Speak and write fluent English.• Work Standards• Planning and Organising Work
Development / Training to support job competencies	<p><u>Development activities</u></p> <p>To be negotiated as part of the performance management process</p> <p><u>Relevant courses</u></p> <p>To be negotiated as part of the performance management plan</p>
Notes:	