Job Description: School Nurse

Nexus International School, Singapore

Purchased by Taylor’s Education Group in July 2011, NISS currently meets the educational needs of more than 500 students from approximately 50 different countries. Enrolment is steadily increasing to meet the educational needs of the children of expatriates in Singapore.

The 470,000 sq ft campus at 201 Ulu Pandan Road has facilities to support all academic and co-curricular programme for up to 1,200 students. These include swimming pools, gymnasiums, sports fields, as well as Science, Computer and Multi-media laboratories to support our Centres of Excellence - Sciences, Arts and Sports.

NISS has a team of highly qualified international educators delivering a well-balanced curriculum based on the best standards and practices used around the world. NISS is an authorised International Baccalaureate (IB) World School for Primary Years Programme (PYP) and Diploma Programme (DP). It is a member of the Council of International Schools (CIS), and an approved Cambridge International Examinations (CIE) Centre. NISS is currently a candidate school for CIS/WASC accreditation and is EduTrust (Provisional) certified.

NISS is a member of Taylor’s Education Group and the second Nexus International School (NIS) campus in the region. The first NIS is located in Putrajaya, Malaysia.

Purpose/Vision Statement

To educate the youth of the world to take their productive place as leaders in the global community.

Mission

Nexus International School will be an internationally minded learning community that nurtures and supports every child’s emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

Core Values

Respecting and caring for each other
Being dedicated to a culture of Excellence
Openness in Communication
Acting with Integrity
Being Passionate in what we do
Creating Enjoyable environments
**Desired Culture/Our Promise**

At Nexus International School, we promise to:

- Treat everyone as gifted and talented individuals and foster those talents and gifts through careful mentorship and guidance that is based on respect for all.
- Provide an environment that allows these talents to flourish; one that is innovative, progressive and grounded in trust, compassion and respect.

**Job Scope**

- Job-holder is responsible to work in partnership with the School to create an environment that promotes healthy living, as well as responding to the needs of individual pupil.

The job-holder is responsible for planning, implementing, coordinating and evaluating School health services that:

- Maximise the quantity of in-class time by reducing the incidence of health-related absenteeism
- Eliminate or minimise health problems which impair learning
- Identify the health care needs of specific pupil populations and the availability of health services or resources
- Collaborate with a wide variety of School system and professional disciplines to enhance the educational process and the promotion of an optimal level of wellness for pupils, families and staff.

**Reporting Structure**

Job-holder reports to the Deputy Principal.

The positions of employees who report directly to the job-holder include:

- Nil

**Principal Accountabilities**

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<tr>
<th>Individual responsibilities/accountabilities</th>
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<tr>
<td>A. Assist in providing first aid or emergency care to sick or injured pupils</td>
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<td>• Ensure that all medical supplies and equipment needed for first aid and emergency care are available and in working condition in the School Clinic (as per the standard requirement)</td>
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<td>• Assess needs of the pupils who require first aid care – via examination, observation, and measuring of vital signs</td>
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B. Assist in conducting medical examination to the pupils

- Ensure and prepare all the needed supplies/equipment for the medical examination of the pupils
- Provide privacy to the pupils during medical examination
- Check that all the findings and recommendations are recorded in the pupil’s School Health Record

C. Assess pupils, to detect early signs and symptoms of health problems, which will affect learning

- Monitor pupils who are frequently absent from School due to health-related problems
- Coordinate with Classroom Teachers to:
  - Observe and report pupils with unhealthy practices
  - Refer promptly of pupils who are showing signs of visual, hearing and learning difficulties to the School Clinic
  - Refer pupils with fever, rashes or unusual behaviour to the School Clinic
  - Report presence of potential hazards in the classroom to the Principal
  - Motivate pupils to enhance healthy practices
  - Monitor sanitary and safe environment in the classroom

D. Monitor and maintain growth and development of pupils

- Measure height and weight of pupils at the start of the academic year
- For those pupils with deviations from normal measurements, repeat the measurements regularly
- Maintain record/graph of the measurement of every pupil in the School Health Record

E. Administer nursing care appropriate to the identified nursing needs of the pupil

- Administer medicines and treatments as per the school’s policy
- Administer independent nursing measures (for example cold sponge) appropriate to the identified needs of the sick pupil
- Give re-assurance to the sick pupil
- Monitor the pupil’s condition in the School Clinic before sending the pupil home or back to the
classroom
• Inform parents of the nursing care rendered to the pupil
• Document nursing care rendered to the pupil in the School Health Record
• Prepare lists of pupils with severe allergies for posting in confidential areas so that all academic or support personnel are aware of ‘at risk’ pupils

F. Plan, implement and evaluate health education programmes for pupils
• Assess learning needs of pupils
• Prepare health education teaching plans to meet the identified learning needs of the pupils
• Present health education materials/aids that will help to enhance healthy practices of pupils
• Plan and conduct health education sessions for parents of pupil with chronic illness to assist them to understand their child’s disease and needs
• Conduct health-teaching sessions to meet the learning needs of pupils (for example, topics on personal hygiene, proper nutrition, accident prevention etc)
• Encourage good health habits and safety through normal communication channels such as School newsletters

G. Monitor and maintain safe and healthy School environment, in cooperation with the Head of School and the Principal
• Report and suggest to School administrators, corrective measures of any findings that needs attention

H. Maintain and submit required records and reports as per guidelines
• Fill up all the prescribed forms and submit as per specified date and frequency

I. Responsible for own professional update
• Update nursing knowledge on recent trends and on School health

J. Administration
• Maintain and update pupil medical list in the School’s Information Management System (such as Engage)
• Attend staff meetings, participate in performance management arrangements and undertake training and development activities
• Be aware of School’s policies and procedures
Medication policy

- No medication will be prescribed if requested verbally by a parent, guardian, staff, and/or pupil
- Medication has to be prescribed by a doctor – copy of the prescription has to be attached and will be kept by the nurse
- The written request for the administration of medication has to be signed by parents and will be kept by the nurse
- Medication must be given to the nurse by parents in person in original packaging with label on and clear dosage of medication to be administered
- If there are new medication to be added, a new consent from has to be provided.
- The medication will be returned to parents after two (2) weeks unless student is on life-long or long-term medications.
- The nurse will call parents to verify medications received if brought in by pupils (those with forms signed).
- No form of medication is to be taken by pupils on his/her own within the school premises.
- All medication must be taken in the presence of a nurse.
- The school shall not be liable should any over-dosage or undesirable effects of medications occur after a child consumed medications on his/her own

The job-holder is required to perform tasks as assigned by the Principal as per the needs of the School. These are liable to include items such as:

- Undertaking health and safety checks;
- Maintaining the school register in order to “eyeball” children for possible illnesses;
- In emergency situations, provide support to class teachers in the absence of the classroom assistant.

From time to time, job-holder may be required to perform tasks as assigned by the Principal, and/or Senior Management. In addition, the needs of the School Nurse’s medical role must take precedent over any other tasks requested of her.

Shared responsibilities/accountabilities

- Nil

Required Competencies

Education

- Qualified to practice as a Registered Nurse in Singapore
- Certified in Cardio-Pulmonary Resuscitation (CPR) or Basic Life Support (BLS) training
Knowledge

- Demonstrate the required level of knowledge and skills appropriate to the position
- A sound working knowledge of principles and practices underlying professional nursing as well as School health
- Knowledge of local legislation relating to health and social issues
- Possess good IT skills and knowledge, for example proficient in Microsoft (MS) Applications such as Excel, Powerpoint, Word

Experience

- At least two (2) years of relevant working experience in public health nursing, community health nursing, School health nursing or paediatric nursing
- Previous Early Periodic Screening, Diagnosis and Treatment (EPSDT) experience is preferred
- Working experience in an international school or tertiary education environment is preferred

Personal Attributes and Others

- Meticulous and organised
- Team Player
- Customer-centric
- Integrity and honesty
- Has enthusiastic, committed and passionate personality and the ability to inspire
- Ability to speak to people of all levels with poise, voice control and confidence
- Ability to work harmoniously with colleagues, pupils and other customers in a multicultural environment
- Ability to deal with others tactfully and exercise good judgement in appraising situations
- Ability to make independent and timely nursing decisions
- Ability to record accurately services rendered, and to interpret and explain records, reports, activities, and health or medical interventions