

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

SCHOOL NURSE

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become responsible citizens and life-long learners, respecting each other and helping the community.

This job description is used as part of the Nurse's contract so that both s/he and the line manager know what is expected. It is a condition of this post that the Nurse has a licence to practise as a Nurse in Lebanon.

Line management

The Nurse reports to the School Doctor and liaises with the other Nurse, Bursar, Heads of Section, Counsellors, and Houseparents where appropriate.

Hours

This post is subject to the employment laws. A continually updated copy is available in the Bursar's Office.

Working hours: Monday to Friday from 7:30am-3:30pm.

Holidays: Government holidays plus an annual vacation of 15 working days.

The Nurse might be consulted after school hours.

General responsibilities

1. To support and maintain the aims and values of the school, especially as they relate to the provision of medical services
2. To respect the school's ethos, rules, and regulations
3. To use mutual respect and courtesy as the basis for relationships with others
4. To maintain a professional attitude towards other staff, parents and students
5. To report any health and safety concerns to the Health and Safety Officer
6. To respect and take care of school property and resources
7. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault using the Incident Reporting system
8. To maintain a medical clinic in the school for five days a week
9. To be available for consultation after school hours in case of illness within the Boarding Section, notifying the School Doctor if necessary

Specific responsibilities

1. To apply first aid care to students and staff in the clinic and on the school campus if needed
2. To assist the School Doctor with medical examinations of students and staff
3. The Nurse in the Sick Bay: To check Lower School classes for head lice each term
4. To administer medication for symptomatic relief of any physical ailment, as per guidelines set by the School Doctor
5. To order medication from the Sick Bay or the local pharmacy, as per guidelines set by the School Doctor and the Purchase Order system
6. To notify parents, when necessary, about their child's health and immunisation status
7. To notify parents and the Head of Section if a child needs to be sent home or to a hospital for treatment
8. To accompany and remain with a child requiring hospital treatment, when needed
9. To advise the Doctor about the spread of infectious diseases and draft circulars (for signature by the School Doctor) to notify parents when necessary
10. To provide advice on any matters relating to health and safety
11. To ensure that the Day Book and a Clinic Health Report are completed for each clinic visit
12. To maintain up-to-date and confidential health records for BHS students
13. In liaison with the other Nurse to ensure that each student and member of staff has a Health Form held in the Sick Bay and arrange updates as necessary

14. To draft a monthly Clinic Report for the approval of the Doctor
15. To promote health education, including drafting items for the BHS Newsletter for approval by the Doctor, and to give talks on health and safety to classes or assemblies when required
16. To give first aid training in the form of a seminar and/or short course to students and staff upon request
17. To help arrange regular first aid courses leading to certification for staff and students, ensuring that each section has a number of first aid providers
18. To help maintain an up to date list of emergency phone numbers and staff qualified to give first aid
19. In co-ordination with the other Nurse to dispense first aid packages to sections and relevant departments
20. To report any concerns regarding cleanliness and maintenance to the Property Manager or the Services Manager
21. To be responsible for completing an Incident Report in the event of an incident and passing a copy to the Bursar
22. To ensure that staff responsible for completing Incident Reports complete an Incident Report for clinic visits where appropriate
23. The Nurse in the Sick Bay: to maintain a central database of Incident Reports (including non-medical) for all sections of the school
24. To be a member of the Health and Safety Committee, if required, and advise them of areas of concern arising from work with students and staff
25. To assist the Doctor in drafting an annual budget for the clinics and monitoring expenditure against the budget
26. To be responsible for any petty cash allocated to the clinic
27. To maintain an inventory of clinic equipment and medications
28. To co-ordinate as required with the school's insurance company regarding staff and student insurance
29. To maintain patient confidentiality
30. To attend meetings as requested by the line manager
31. To undertake any other duties as may reasonably be requested by the line manager

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