



INTERNATIONAL COMMUNITY SCHOOL
مدرسة الجالية الدولية

Patrons: H.R.H. Prince El Hassan Bin Talal
H.R.H. Princess Sarvath El Hassan

Principal: Alun Yorath



School Nurse

The International Community School (ICS), one of the longest established and most successful international non-proprietary schools in the Middle East, is seeking to recruit an experienced, enthusiastic and innovative **School Nurse** to join the school as soon as possible

Interested candidates should:

- Hold a Bachelor's Degree in Nursing,
- Have a minimum 3 years of experience in the Nursing field, preferably in schools
- Have an excellent command of spoken and written English
- Have excellent communication and management skills
- Have a creative, dynamic, and outgoing personality
- Have excellent ICT skills specifically in Google Suite
- Be able to interact with multicultural backgrounds and nationalities
- Have a Jordanian nationality

How to apply:

Applications should be sent to recruitment@ics.edu.jo with the subject of **(School Nurse)**, along with a current CV. For more information, kindly visit our website at www.ics.edu.jo

The deadline for applications is **5th of December**. However, please note that we reserve the right to appoint before the closing date, and interviews will be arranged for all short-listed applicants as soon as possible.



Job Description School Nurse

JOB TITLE:	School Nurse
RESPONSIBLE TO:	Facilities, Health & Safety Manager
RESPONSIBLE FOR:	ICS Staff and Students
VERSION UPDATE:	May 2024

Role Summary:

As a School Nurse, you will play a vital role in promoting the health and well-being of students through effective communication, diligent treatment, accurate reporting, comprehensive health management, and meticulous maintenance of medical history. You will establish clear communication channels with students, parents, and staff, ensuring everyone is informed about relevant medical conditions and health education. Your responsibilities will include administering medications, providing basic healthcare, and developing health plans for students with chronic conditions. You will maintain detailed records of medical incidents, treatments, and training, ensuring compliance with health laws and promptly reporting any suspected cases of abuse or neglect. Additionally, you will implement a comprehensive health programme to prevent and control communicable diseases, conduct regular health screenings, and ensure the school environment is safe. Maintaining accurate and up-to-date medical histories for all students is essential, facilitating early detection of health issues and ensuring timely referrals for further medical treatment.

Role Responsibilities:

Communication

- Notifies the rest of the school about medical conditions they should be aware of.
- Sends out and organises the health sheets to all new children and at the start of the year to existing children.
- Contacts families with regard to illness and/or accidents, especially in the case of bumps to the head, primarily by phone to ensure clear communication.
- Educates students and staff on healthy habits, such as proper nutrition and hygiene.
- Provides ongoing health counselling to students, parents, and staff.
- Keeps an up-to-date record of medical training given to staff and the medical team.
- Notifies the appropriate school office of any student recommended to leave school early due to illness or injury.
- Informs parents in writing of:
 1. All medical treatment given to their children.
 2. Any vaccinations required for their children.
 3. Any recommendations for further medical treatment.



Treatment

- Deals with medical incidents that occur while the children are in school.
- Administers medications sent in with written instructions by the parents, dealing with ongoing conditions.
- Provides basic healthcare to students in case of injury or acute illness.
- Develops health plans for students with chronic illnesses and disabilities.
- Coordinates with the school doctor to order any necessary items or equipment for the school clinic.
- Maintains the first aid boxes, checking their contents regularly.
- Administers immunisations to protect students and others in accordance with local health department regulations and district policies.
- Provides referrals for paediatricians and other health specialists.
- Maintains the medical room during all playtimes and for the fifteen minutes following.

Reporting

- Maintains the 'Accident Book' in cases of serious injuries and ensures contact with families regarding illnesses or accidents.
- Updates the medical records of all students on the School MIS System.
- Ensures compliance with national and local health laws.
- Keeps track of students' vaccination records.
- Notifies the Designated Safeguarding Lead (DSL) in cases of suspected abuse, torture, negligence, and sexual abuse.

Health Management

- Establishes and maintains a comprehensive school health programme according to nursing standards of practice.
- Maintains communicable disease prevention and control measures.
- Ensures the school environment is safe for children and staff, including the prevention of communicable diseases.
- Plans and implements school health management protocols and procedures, especially for emergency situations.
- Coordinates vision, hearing, and orthopaedic screening and health assessments twice a year and as per the school's request.
- Attends appropriate INSET activities to increase awareness and expertise in health management.

Medical History

- Updates students' medical history regularly.
- Detects health problems in early stages through regular screenings.
- Writes referrals for further medical treatment as needed.
- Coordinates with parents to update and maintain accurate medical records for all students.



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Declaration:

I understand the range of the above responsibilities and will endeavour to fulfil and develop them.

Name:

Date:

Signed: