

Job Description

Job title/Position: All School Medical Support Staff (ASMSS)

School: All School

Direct Supervisor: Primary and Secondary School Principals

Position Overview

The ASMSS will be responsible for the day-to-day First Aid care of PK1- G12 students as well as administrative duties to support the day-to-day operations of PS and SS divisions. The ASMSS will report directly to the Primary and Secondary School Principals and constantly liaise with the teaching and support staff. The ASMSS strives to ensure that interactions meet the needs of all students in line with the mission, vision and values of the school.

Qualifications and Experience

The ASMSS should have:

- First Aid Certification
- Experience working with students
- Experience communicating with adults, e.g. parents and staff
- Excellent communication skills
- Skills in clerical support
- Computer proficiency
- Good time management skills

Preferred Skills and Experience

- First Aid Trainer
- Experience working with students PK1-G12
- Proven ability to work in an international community
- Recent and relevant professional development

Work hours

7:45am - 4:00 pm from Monday to Friday

General Responsibilities

The ASMSS will be responsible for:

- Providing initial, immediate and emergency care to students and staff who become ill or injured.
- Assessing injuries and taking appropriate action
- Communicating with parents regarding medical issues relevant to their child
- Record keeping of medical supply expirations and administration of medication with parent permission and doctor guidance
- Liaising and supporting staff and parents in relation to specific health conditions
- Overseeing individual students restrictions and health challenges i.e. asthma, diabetes, epilepsy.

- Maintaining confidentiality around student, staff and family's health records.
- Preparing and sharing relevant important health information with class teachers at start of school year, and on an ongoing basis as appropriate
- Assembling and maintaining First Aid materials for use in school and on field trips
- Keeping up-to-date with information from the Centre of Health Protection and liaising with the Department of Health regarding notifiable diseases or other infectious diseases causing concern in school from the Centre for Health Protection
- Researching current practice in schools regarding health and safety and crisis management and responsibility of identifying and raising issues relevant to the health, safety and wellbeing of students and staff to school management
- Maintaining a well-resourced Health Centre in support of the school community.
- Attending meetings as appropriate to promote the health and welfare of the students, faculty and staff
- Responding to email and telephone communications with parents regarding health information as necessary
- Monitoring and reporting on weather warnings, e.g. heat and air pollution index and send staff updates
- Liaising with EDB and staying abreast of current contagious illnesses
- Updating First Aid procedures and offer First Aid Training to staff and refresher in-house courses as necessary
- Ongoing training of staff (including bus mothers) in administration of Epipens and other medical training as necessary
- Promoting and supporting healthy living, learning and positive communication with students, school management, staff and parents
- Assisting teachers to deliver health promotion topics i.e. hand hygiene, puberty.
- Acquiring and maintaining a database of practitioners/doctors/pharmacies, in order to support families, especially those new to Hong Kong
- Assisting parents to access health and medical services when required
- Managing issues brought to the Health Centre ensuring completion, resolution, confidentiality, communication, follow up and documentation.
- Documenting incidents and completing Accident Forms when required for staff and students.
- Maintaining links with other International School Nurses in HK and to share health information and good practice
- Awareness of Child Protection procedures and protocols and working within the school guidelines
- Implementing First Aid procedures when treating the HKA community
- Supporting the transition and assimilation of existing student health issues in collaboration with the administration
- Providing support for in-school After School Activities (ASAs) and sporting events
- Performing office administrative support under the guidance of divisional administrative assistants
- Other duties as assigned by Supervisor