

Job Description

Job title/Position: School Nurse

Division: Operations

Direct Supervisor: Facilities & Operations Director

Position Overview

The school nurse promotes health and safety; intervenes with actual and potential health problems and actively collaborates with students, faculty and the community to build student and family capacity for adaptation, self management, self advocacy, and learning. The school nurse is part of the school operation team and liaises with principals, teaching staff and counsellors.

Required Skills and Experience

- Registered Nurse (Hong Kong or Other Country)
- First Aid Instructor/Trainer
- First Aid Certification
- Current Teaching Certification

Preferred Skills and Experience

- Experience working with students Pre-K1 to Grade 12
- Proven ability to work in an international community
- Recent and relevant professional development
- Excellent communication skills
- Skills in clerical support
- Computer proficiency
- Effective time management skills

Work hours

A five (5) day week from 7:30am to 4:00pm with a 1-hour lunch break. Due to the nature of the position and industry, working hours outside of normal office hours will require flexibility as determined by your supervisor.

General Responsibilities

The School nurse will be responsible for:

- Providing care coordination including:
 - Providing direct care for students and staff who become ill or injured
 - Overseeing management plans for student care, case plans & chronic diseases
 - Promoting health education programmes to provide student self-empowerment, transition planning
 - Communicating with parents/guardians issues relevant to their child
 - Liaising and supporting staff and parents in relation to specific health conditions
 - Preparing and sharing relevant important health information with class teachers at the start of the school year and on an ongoing basis as appropriate
 - Assisting teachers to deliver health promotion topics i.e. hand hygiene, puberty
 - Respecting confidentiality around students, staff and family health records

- Maintaining first aid materials for use in school and on field trips
- Attending meetings as appropriate to promote the health and welfare of the students, faculty and staff.
- Ensuring clinical guidelines and standard practices are adopted:
 - Organising record of medical supply expiration and administration of medication with parent permission and doctor guidance
 - Overseeing individual student restrictions and health challenges i.e: asthma, diabetes, epilepsy
 - 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
 - Recording all school related incidents on our in-house incident management system
 - Performing office administrative support on an as required basis.
- Providing community health care:
 - 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 offering First Aid Training to staff and refresher in-house courses as necessary
 - Facilitating 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 parent
 - Assisting in providing referrals, screenings and follow-up. In particular supporting families who are new to Hong Kong.
 - Maintaining links with other International School Nurses in HK and sharing health information and good practice.
 - Promoting awareness of Child Protection procedures and protocols and working within the school guidelines.
 - Supporting co-curricular and after school activities.
 - Support recess and arrivals duties
- Other duties as assigned by direct supervisor

Contact: recruitment@hkacademy.edu.hk

April 2022