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|  | The British International School Ho Chi Minh City |
| **JOB TITLE** | **School Nurse** |
| **JOB PURPOSE** | To provide the highest quality and competency of nursing care to students and staff based on BIS/NAE Medical Policy and Procedures. |
| **REPORTING TO** | Senior Nurse/Head Nurse |
| **OTHER KEY**  **RELATIONSHIPS** | Deputy Head of Campus (Welfare and Guidance), Business Director and Principal |
| **SAFER PRACTICES** | The British International School, HCMC is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice.  Interviews will be conducted in person, and they will explore candidates’ suitability to work with children. |
| **KEY RESULT AREA** | **DETAILS** |
| **General responsibilities** | * Take charge when someone is injured or becomes ill and give immediate help to casualties with common injuries or illnesses and those arising from any specific unexpected hazards at school; * When necessary, ensure that an ambulance or other professional medical assistance is arranged, and the casualty is transported to medical facility. * Develop nursing care plans for students and staff based on assessment, diagnosis, implementation and evaluation of care; * Monitoring and managing communicable diseases and advise the Senior Nurse immediately so that parents may be informed, and assessing the school environment as to prevent injury and ensure safety; * Administer medications and nursing care in line with the British International School and Nord Anglia Education Medication Procedures and Guidelines and the Clinic Manual; * Maintain a complete record of incidents and treatment in school system (iSAMS and RIVO) and advise parents of the nature of the accident and the treatment provided; * Update student’s medical information; * Ensure that students and staff are healthy and safe on the school premises. In exceptional circumstances this could extend to administering medicine and/or taking action in an emergency, after consultation with the parents/guardian when possible; * Conduct periodic checks of the school environment and report to the Senior /Head Nurse any health and safety issues of concern; * Providing health-related education to students and staff in both individual and group settings; * Ensure adequate supplies of first aid materials are available in the nurse’s room and designated areas within the campus and that all first aid bags for use on school trips are properly stocked, and * Support the school during trips and activities that requires the presence of the nurse |
| **Requirements** | * Nursing Diploma or degree qualification from recognized Colleges and/or Universities * Licensed to practice nursing in Vietnam * At least 5 years nursing experience * Caring, responsible, detail oriented, compassionate and calm * Must be able to correctly assess patients' conditions and evaluate if referral is required. * Emotional stability to cope with human suffering, emergencies, and other stresses. * Good command of English |

Signature of employee:

Fullname:

Date: