



**Riffa Views International School
Kingdom of Bahrain**

**SCHOOL NURSE
Job Description**

The School Nurse is responsible for the welfare of students at RVIS, and should provide appropriate expert care when necessary. The Nurse also must maintain the supplies and equipment in the Nurse's Office. The Nurse actively works to achieve the school's mission and goals as well as uphold the policies and procedures of Riffa Views International School. The School Nurse will communicate on a professional level with all RVIS stakeholders and maintain appropriate collegial relationships with the faculty, staff and administration.

Essential Expectations of an RVIS Employee:

- 1) **Mindset:** Subscribe to a mindset of agility, ambiguity tolerance, and openness to feedback, professional growth and new learning. Become comfortable with being uncomfortable because all learning requires discomfort, and we only grow when we learn and reflect. Strive to balance system coherence with individual agency.
- 2) **Compassionate Action:** A belief that every child is awesome and unique. Treats everyone in the community with kindness. Shows grace in dealing with conflict. Believes in and takes action for the greater good.
- 3) **Student Wellness:** Maintain a safe and secure environment for all children and adhere to best practices around child protection and wellness, including maintaining appropriate boundaries and dialogue when speaking to and about students.
- 4) **Professionalism:** Maintain a professional demeanor in support of RVIS and its mission in all that we do with students and our community. Acknowledge our interculturalism as representatives of RVIS within Bahrain.

Minimum Qualifications:

- Registered Nurse with BSN or Diploma graduate of 3-year program or above
- Possess current and valid nurse license with the National Health Regulatory Authority Bahrain
- Proof of current Cardio Pulmonary Resuscitation skills
- Possess the appropriate technology skill level for the position
- Awareness of confidentiality at all times
- Pleasant and patient when interacting with students, parents and teachers
- Ability to establish priorities, work independently, and proceed with objectives without supervision
- Fluency in written and spoken English

Preferred Qualifications:

- Experience working in a school setting.

General Job Description:

- Support the school's mission and philosophy

- Identify and when possible minimize health conditions which prevent students from learning to their full potential.
- Promote healthy and safe habits, monitors school absences, administers medicines within the school day, provide first aid for minor injuries and appropriate support for any major concerns.
- Responsible for providing professional nursing services to the RVIS school community.
- Ensure that the health services offered are ethical, compassionate and based on a current body of knowledge.
- Responsible for maintaining the documentation that supports provision of services as well as meets guidelines set by governmental agencies.

Specific Job Description:

The school nurse is responsible for assessing the health needs of students attending RVIS, as well as faculty and staff during the school day. The functions of the school nurse include, but are not limited to, the following:

- Provide first aid or emergency care to any sick or injured person on school campus and ensure the Accident & Emergency Guidelines sheet is available in all areas;
- Assess health needs of students through nursing assessments, review and monitoring of health records, medications, and data collection and distribute “need to know” student medical information lists to appropriate faculty/staff and kitchen staff;
- Inform staff of any students who leave campus early due to sickness;
- Develop, implement and update, as necessary, individualized health plans and management protocols for selected students;
- Assure students receive appropriate health care and the students’ dignity and confidentiality are protected;
- Administer medication in conjunction with MoH requirements;
- Maintain logs and records of services provided using school approved forms/technology;
- Ensure that each student’s health file has a field trip, emergency treatment and pertinent information form that is complete with parental signature;
- Assist the Admissions Staff in preparing withdrawing student records for transfer and archival files;
- Provide health education and First Aid training to students and staff;
- Arrange first aid support for after school activities and school events;
- Provide and supply First Aid Kits for all school field trips, physical education areas, science classrooms and the swimming pool area.
- Participate in assigned committees and school/community activities as requested;
- Attend Multidisciplinary Team Meetings when invited;
- Communicate with the school Leadership Team, teachers, support personnel, students, families, counselors and health professionals;
- Monitor students who are frequently absent from school due to health related problems;
- Report all communicable diseases to the Public Health/School Health Departments and during disease exposure at a school, provide information and guidance to assist school staff with interventions and act as a liaison between the school personnel and the appropriate health department;
- Advise HoS/Principal regarding the need for exclusion due to a possible contagious or communicable disease or non-compliance with school entrance requirements;
- Collaborate with classroom teachers to provide health education in the classroom setting;
- Ensure all medical supplies and equipment needed for first aid and emergency care are available and in working condition;
- Maintain inventory of supplies and equipment for the nurse’s office and renew annual contract with Bahrain Waste;
- Contribute relevant and educational health articles to school community when required;
- Cooperate with the maintenance department to ensure building and playground safety;

- Respond to Emergency Evacuation and Lockdown Procedures;
- Oversee the Lost and Found items;
- Maintain annual continuous professional development (CPD);
- Other duties as assigned

Work Schedule: 185 contract days
Sunday through Thursday
7:30 am to 3:30 pm, plus additional time as required

Reports To: Head of School