



Job Description: Nurse

Park House English school is committed to safeguarding and promoting the welfare of pupils and expects all staff members to share this commitment.

Line Manager: Lissa Skinner, Lead Nurse Practitioner

Overseen by: Executive Assistant to the Principal & Principal

CHILD PROTECTION, STUDENT WELFARE, HEALTH AND SAFETY:	<ul style="list-style-type: none">• To promote and safeguard the welfare of all Pupils.• To have a full understanding of and follow the school's Child Safeguarding Policy and associated procedures.• To maintain good order and discipline amongst the pupils and safeguard their health and safety when they are on School Premises and when they are engaged in authorised School activities off site (in line with policy).• To ensure all Pupils have the opportunity to discuss concerns or issues regarding their health, safety and welfare.• To ensure School policies and procedures are followed at all times when planning educational visits.
JOB PURPOSE:	<ul style="list-style-type: none">• The School Nurse is integral to the School community and endeavours to manage the health and safety of all Pupils and academic Staff.• The role requires effective communication and health promotion education; to encourage and maintain healthy lifestyles and a healthy school environment; and identify actual or potential health risks.• The role of the School Nurse is to support pupil's health and wellbeing, allowing them to fully participate in an active school life and create an individualized care plan, where appropriate, in partnership with the teaching staff and parents/guardians. This will ensure the effective management of health problems in the school setting and reduce barriers to their educational progress.
DUTIES AND AREAS OF RESPONSIBILITY:	<ul style="list-style-type: none">• To act as first responder to any medical emergencies occurring on School premises.• To provide basic medical care to students in the event of injury or acute illness whilst on School premises and allow them to return to class as soon as possible, where appropriate.• To assess referrals made by teaching staff, which have been escalated using both the relevant Triage structure and First Aid Unit (FAU) attendance policy.• To assess referrals made by other staff members, school visitors and parents/guardians.• To make appropriate referrals to outside organisations i.e. CAMHS.• To work in collaboration with the School Councillor to ensure the mental health needs of Staff and Pupils are met.



- To perform observations and evaluate vital signs to assess severity and identify / implement an appropriate management plan.
- To administer medication to Pupil's and Staff in accordance with School policies and obtaining valid parental consent.
- To ensure the FAU and first aid kits located on the premises are appropriately stocked and order supplies where required.
- To maintain records of the locations of all medical equipment, first aid boxes and a list of first aid trained Staff.
- To monitor Pupil's own emergency / personal medication and liaise with parents in accordance with the 'Management of expired emergency medication policy'.
- To develop and review individual care plans for students with chronic illnesses and disabilities in partnership with guardians and teaching staff.
- To make necessary transport arrangements, where required, for a Pupil or member of Staff to safely travel home or to an alternative care setting (i.e. GP / Hospital).
- To maintain strict confidentiality of sensitive communication and documentation and keep an up to date record of Pupil's and Staff with medical conditions.
- To provide timely updates of Pupil's medical records with sufficient triage notes and any other information as indicated.
- To update Pupil's medical records, admissions or withdrawals throughout the academic year.
- To provide in-class teaching and education to enhance Pupil / Staff knowledge and assist their understanding of IPC topics.
- To annually measure and record Growth Monitoring and Visual Acuity in compliance with the Ministry of Public Health (MOPH) guidelines and inform parents of any concerns.
- To support the MOPH in the event of Covid-19 contact tracing or delivery of national immunization programs.
- To conduct necessary rapid-antigen testing for Covid-19 using appropriate PPE and infection control measures.
- To attend meetings as requested by the Senior Leadership Team (SLT) e.g. parent meetings, bi-monthly safeguarding meetings.
- To ensure first aid clinic is staffed in compliance with the QCHP clinic license and escalate to line manager in the event of any staffing issues.
- To assist in the planning, implementation and maintenance of School Policies and procedures.
- To liaise with parents, Heads of Schools and the Principal regarding escalated medical concerns and updates.
- To discuss logistics with field trip coordinators and prepare relevant first aid kits, care plans and medication as indicated.
- Provides health education to parents and written advice leaflets.
- To support the Facilities team to maintain the health and safety of the physical environment of the school, e.g. assessment of playground, monitor patterns of illness or injury to determine source of concern.



	<ul style="list-style-type: none">• To report communicable diseases to Staff members, Head of school, Principle and the MOPH without delay.• To maintain daily log to list students who attend the first aid unit as per Qatar Council for Health Practitioners (QCHP).• To support the licensing process of the first aid Clinic to ensure that the license remains valid and renewed on time with QCHP.• To always work within the NMC and QHCP Code of Professional Conduct and Scope of Professional Practice.
<p>REQUIRED SKILLS AND KNOWLEDGE:</p>	<p>Essential requirements:</p> <ul style="list-style-type: none">• Bachelor’s Degree in Nursing• Valid Nursing License from home country.• Valid QCHP licence or willingness to work towards gaining licence.• First Aid Training & Child Protection• An in-depth knowledge of best nursing practices with a high degree of professionalism to support the whole School.• Excellent communication, organisational skills and the ability to prioritise multiple tasks.• A supportive, co-operative team member who shows initiative and a willingness to improve processes.• Evidence of and commitment to continuing post-registration development.• Confident decision maker and ability to self-manage.• Excellent knowledge of current clinical evidence-based practice and relevant NICE guidelines.• Ability to organise and deliver a high standard of research based clinical nursing care including implementing polices and protocols.• Ability to act as role model, provide clinical leadership to the team and promote collaborative working relationships between all members of the multi-disciplinary team.• Clear understanding of professional responsibility, accountability and working within personal scope of practice and limitations. <p>Desirable requirements.</p> <ul style="list-style-type: none">• 5+ years of experience as a Registered Nurse.• Experience of providing clinical training and education.• Knowledge of local public health issues.• Experience in paediatric emergency nursing.• Able to identify determinants on health in the area.• Understanding of the health needs assessment process.• Excellent judgement involving complex facts or situations, which require the analysis, interpretation and comparison of a range of options.



CONFIDENTIALITY:	<ul style="list-style-type: none">• The nature of your responsibility means that during your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of students, parents and staff.• Under no circumstances should such information be divulged or passed on to any unauthorized person or organisation.
OTHER:	<ul style="list-style-type: none">• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.• The School will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. <p>As a member of Staff at Park House English School, Qatar, you will need to comply with the following:</p> <ul style="list-style-type: none">• Compliance with the School's vision, mission and policies.• Positive professional relationship with all staff members.• Contact with students is on a strictly professional basis with the physical and emotional safety of students being of paramount importance.• Working with confidential information, of which must not under any circumstance be compromised.

Approvals	
Line Manager:	Principal:
Employee:	HR:



The International Schools Partnership

Park House English School is part of The International Schools Partnership (ISP).

The International Schools Partnership (ISP) is a growing group of committed colleagues in financially responsible schools around the world, all of which aim to be the school of choice in their local area. Learning is at the heart of everything we do for our pupils, colleagues and parents. We are committed to getting better, all the time.

ISP was founded by an experienced team of committed educationalists and commercial operators who have worked together over many years. Our growing group of private schools located in the UK, the USA, Europe, Costa Rica, Chile, Colombia, Ecuador, the United Arab Emirates, Qatar, Malaysia, Mexico and Peru educate children and pupils from 2-18 years of age. We have now expanded to 45 schools delivering multiple curricula and building on local brands and reputations with around 45,000 pupils and 7,000 staff located across the globe.

We believe that successful schools are the ones that put learning at the heart of everything they do, always aiming to create rounded individuals that are able to forge successful careers and lives in a rapidly changing world. Our goal is to enable our schools as the leading school of choice in their local area. We are a truly international group working in different cultures and speaking different languages. We work across countries and cultures, too, by working with each other and with other schools and communities. At ISP we continue to engage with schools around the world who are interested in becoming part of our global group of schools and look forward to welcoming more pupils and staff to the group.

All our schools:

- Help children and pupils learn to levels that amaze them.
- Inspire children and pupils to be successful now and equip them to be successful later.
- Are truly international, working in partnerships within and across regions, cultures and languages.
- Aim to be the schools of choice for children, pupils and their families, wherever we are.

Park House English School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All shortlisted candidates and post holders are subject to appropriate International Criminal and Child Protection Background Checks or equivalent, covering the previous 10 years of employment history. Park House English School recruit in several ways including direct application to the school and through international recruitment agencies and organizations.