

West Nairobi School



Our website: www.westnairobischool.org
Contact us at: info@westnairobischool.org

Title: School Nurse

Direct Supervisor: Health & Safety Officer

Basic Qualifications:

- Have a consistent Christian lifestyle.
- Nursing Diploma.
- Post secondary education or training in education is an asset.
- Experience working with a school or students is an asset.
- Fluent in English.
- Agreement to the West Nairobi School Statement of Faith.
- Appropriate interpersonal and social skills when relating to students, parents, and other teachers.
- Effective communication skills with students, parents, and staff.

Duties / Responsibilities: (Please note that this is in addition to what is stipulated in your contract and employee Handbook)

- Facilitate the improvement and protection of students' health status.
- Prevention of illness through proper nurse practice and awareness.
- Early detection of illness through proper assessment and correction of health problems.
- Initiate referrals early, and timely communication with parents and guardians.
- Provide First Aid to students and employees during working hours, with proper follow up as necessary.
- Detect early, any evolving health patterns, sharing the findings with the supervisor immediately. This includes being proactive when there are many students out of school.
- Serve as a resource person on health issues.
- Participate in development of a health Individualized education plan (I.E.P. or 504) whenever called upon.
- Maintain stocked First Aid Kits in every Classroom, including buses, and sports kits.
- Maintain effectively the health supplies budget.
- Review the current health forms, medication policy and procedures to ensure compliance.
- Maintain security of health supplies by ensuring proper storage.
- Accompany injured student to hospital in case of medical emergency.
- Ensure compliance of health forms upon admission, working with the admission team.

Communication after seeing a sick Student:

1. Students will come with a nurse pass, stating the reason for the visit.
2. After tending to the student, write your intervention on the pass and send it with the student back to the classroom.
Note: Please call parents/guardian for all falls/ head/face and bleeding cases
 - i. If the student is to be sent home-For Elementary student-call Yvonne at Ext: 227 and let her know.
 - ii. Then email and record in PowerSchool your intervention. Do send an email to the student's teacher too.
 - iii. If the student is a MS/HS student, call Grace at Ext. 226 and inform her of the student progress.
3. All interventions should be emailed to the parents/guardian, student teacher and also recorded in PowerSchool.
4. If a student is sent home, please follow up with intervention given and when the student is expected back to school.

Expectations:

- The Nurse's room should be kept neat and clean; orderly with cabinets well labeled for easy access to working material.
- The Nurse's room should be for consultation with proper privacy accorded to those seeking medical help.

Contracted Hours

- Monday, Tuesday, Wednesday, Thursday, & Friday from 11:00 AM to 6:00 PM
- Saturday from 9:00 AM to 1:00 PM

Staff Benefits Highlighted

West Nairobi School believes it is important to provide additional benefits above and beyond the monthly stipend staff receive while teaching with us.

We are pleased to be able to offer a generous package which includes:

1. School Lunch

- Staff Members at WNS will receive free school lunch each day.

2. Health Insurance

- Staff Members at WNS will be offered health insurance.

3. Professional Development

- West Nairobi School believes in the growth of their staff. Professional Development opportunities will be provided all throughout the school year. An additional 25,000 KSH will be allotted for each staff to use toward their own professional growth.

4. Monthly Salary / Stipend

- An estimated amount can be provided during the interview process.

If you are interested, please send an email to careers@westnairobischool.org (please attach your CV to the email).

Sincerely, WNS Admin