

Title:	School Nurse
Department:	ES/MS/HS
Reports to:	Head of Nurse
Job:	Full time (8 hours/ school days+PD days+ tournaments days)

Position Overview

The School Nurse at AISB provides comprehensive health services to students and staff, ensuring a safe and healthy school environment. This role includes attending to medical emergencies, administering first aid, conducting health screenings, and maintaining accurate health records. The nurse will also coordinate vaccinations and manage communication with parents and health authorities.

Education and work experience required:

- High School Diploma or Health College Certification, Registered or Certified Nurse.
- Experience working with children as a nurse.
- CPR certification.
- Védőnő education or experience is an advantage.

Advantages of the Role:

- No school work required during the summer holiday, only occasional remote email checks.
- No shift work.
- Occasional Saturday presence required for school events.

Key Responsibilities:

1. **Medical and First Aid duties:** main tasks of the school nurse include but not limited to provide nurse-duty and first aid treatment primarily for students but also to other personnel of AISB:

- a) Provide nurse duties and first aid/health duty during assigned school hours and during the after-school sports activities, weekend activities/tournaments, and PD days.
- b) Notify the parent(s) in case the health condition of the particular student justifies that s/he should not remain at school but is advised to be transported to his/her home or for further medical treatment.
- c) In case of an accident, provide the required and necessary health and first aid services, after more serious accidents, fill in and file the accident report.

- d) In case of a serious accident or change in health condition, provide the necessary service and treatment and escort the person/student to the hospital, and assist them with an oral report of the case.

2. Health-related tasks at the school: Preparation and coordination of the school nurse's tasks for the annual work plan, namely

- A. Following the preparation for medical examinations, carry out the screening/examination of students every two years for those aged 6 and above (except for the examination of color vision), and annually who should be monitored yearly. This work includes the request, collection, analysis, and filing of the necessary medical certificates and other documents on the students (from the parents).
- B. Performing organizational and preparatory tasks related to vaccinations. This starts with the check of the necessary vaccinations for the non-Hungarian students of AISB according to the prescriptions of the Hungarian Vaccination Schedule. If necessary, consult the School Doctor. Keep contact with the parents to ensure that the vaccination and the documentation on the vaccinations for each student is up to date. Send out the letters to the 5th-grade students regarding the coming vaccination in the 6th grade. Organize the mandatory vaccination for students according to their parents' permission.
- C. Maintain permanent contact with the Hungarian Health authorities. (ÁNTSZ/NNK)
- D. Prepare the annual statistics and documentations.
- E. Helping the Elementary nurse with the Kindergarten to 5th-grade screening.

3. Handling and filing data and student records:

- a) Maintain and update separate files on each student.
- b) Maintain a detailed, daily journal on all students who attend the nurse's room.
- c) Keep records of completed tasks (medical records, Health Book, outpatient log, vaccinations, specialist referrals, registry of those at risk, documentation in VC, etc.).

4. Additional duties:

- a) Assist the School Doctor and the Works Physician
- b) Participation in health education
- c) Organize vaccination for faculty or staff if needed (Flu)
- d) Provide duty while the other nurses are having lunch (rotate with each other)
- e) If one of the nurses is on sick/official/professional leave, change her duty and hours accordingly



This job description is intended to outline the general responsibilities and qualifications for the School Nurse position at AISB. It is not exhaustive and may be subject to changes and adjustments as needed.