

## **JOB DESCRIPTION**

**Job Title:** School Nurse

**Reports to:** Principal

**Role Overview:** To provide basic medical care, first aid and health support to students and staff, ensuring a safe, hygienic and responsive school health environment in compliance with CBSE and child protection norms.

**Brief of Duties and responsibilities: -**

- Provide first aid and basic medical care to students and staff during school hours
- Attend to injuries, sudden illness, and medical emergencies and take appropriate action
- Maintain and manage the school infirmary, including medicines, equipment and hygiene standards
- Monitor students with known medical conditions and maintain updated health records
- Administer prescribed medicines with proper written authorization from parents/guardians
- Monitor students with chronic conditions (Eg Asthma, diabetes, epilepsy) and provide necessary care and support
- Inform parents and school authorities in case of illness, injury, or emergency situations
- Coordinate with hospitals, ambulances and medical professionals when required
- Conduct routine health checks (height, weight, vision, hygiene) as per school plan
- Maintain medical records, incident logs and health-related documentation and ensure their confidentiality
- Ensure compliance with CBSE health, safety and child protection guidelines
- Promote health awareness, hygiene practices and wellness among students
- Support school health camps, vaccination drives and medical inspections
- Participate in staff meetings, school programmes and emergency drills

**Qualifications & Experience: -**

- Diploma / Degree in General Nursing and Midwifery (GNM) or B.Sc. Nursing
- Valid Nursing Council Registration (mandatory)
- Prior experience in a school or pediatric care setting preferred

**Key Skills & Competencies:**

- Sound knowledge of first aid and emergency care
- Calm, compassionate, and child-friendly approach
- Good communication and record-keeping skills
- Awareness of child safety, hygiene, and infection control practices

**Selection Process**

- Initial screening/interview with HR
- Final interview with Principal & School Management