



Braeburn Schools
Summum Appeto

JOB DESCRIPTION – SCHOOL NURSE

Job Title:	School Nurse
Department:	Administration
Reports to:	Head of School
Supervises:	
Revision Date:	September 2026

Job Purpose

The role of School Nurse is fundamentally to run the school clinic and to monitor the health and well-being of anyone on the BNIS school site. This will be done through communication, monitoring, responding to incident/accident, administering basic medical support and ensuring relevant supplies and equipment are available and in good order.

Key Duties/ Responsibilities

Clinical Care and Emergency Response

- Provide first aid, assess health conditions, and escalate serious issues to leadership immediately.
- Accompany patients to hospital when required, ensuring documentation is completed and filed with the Head of School.
- Attend all school fixtures and events to manage emergencies and arrange ambulance support if necessary.

Medication Management and Compliance

- Administer prescribed and over-the-counter medications strictly according to parental consent and medical directions.
- Secure all medical supplies under lock and key, ensuring records of stock and administered medicines align precisely.
- Maintain, track, and audit medical inventory, ensuring zero expired stock.

Administration, Risk, and Communication

- Maintain accurate digital records on Engage for all treatments, incidents, and daily accidents, notifying parents promptly.
- Audit and restock all school, bus, and trip medical kits, producing necessary trip information sheets.
- Contribute to health policies, risk assessments, and Health & Safety Committee meetings; report contagious disease risks to the Headteacher.

Safeguarding and Whole-School Support

- Act as a Deputy Designated Safeguarding Lead (DDSL), adhering strictly to BSL and BNIS safeguarding policies.
- Promote pupil hygiene through health displays and guidance.
- Assist the administrative team with event planning and perform other reasonable duties assigned by leadership.

Academic Qualifications, Experience and Competencies

- Bachelor of Science in Nursing or Diploma level with Kenya Registered Community Health Nurse (KRCHN)
- Minimum of 2-3 years of relevant experience in an educational setting, preferably in an international school environment.
- Must have a valid practice license from the Nursing Council Registered with Nursing Council
- Strong clinical skills and knowledge of pediatric health

Approval

Job Holder	Supervisor
School Nurse	Head of School
Signature:	Signature:
Date:	Date: