

नवोदय विद्यालय समिति

(विद्यालयी शिक्षा एवं साक्षरता विभाग)

शिक्षा मंत्रालय, भारत सरकार

क्षेत्रीय कार्यालय, कर्पूरी ठाकुर सदन, केन्द्रीय कार्यालय

परिसर, ब्लॉक-ए और ब, 5वीं मंजिल,

आशियाना दीघा रोड, पटना - 800025

दूरभाष : 0612-2565085



NAVODAYA VIDYALAYA SAMITI

(Deptt. of School Education & Literacy)

Ministry of Education, GOVT. OF INDIA

Regional Office, Karpuri Thakur Sadan,

Kendriya Karyalay Parisar, Block - A & B,

5th Floor, Ashiyana Digha Road,

Patna - 800025.

Tel : 0612-2565085

Email :- nvsro.patna@gmail.com /

dcptr.nvs@gov.in

F. 2-2(SA)/Main/NVS(PTR)/2022-23/ 6335

Date- 04.11.2022

To,

The Principal,

All Jawahar Navodaya Vidyalayas,

Under Patna Region.

Sub:- Duties and responsibilities of Staff Nurse in a JNV.

Sir/Madam,

Samiti has time and again circulated the duties and responsibilities attached with the post of Staff Nurse, however, it is once again reminded to all stakeholders of JNV for ready reference and strict compliance.

The enclosed circular may be handed over to the Staff Nurse of your JNV by obtaining acknowledgement.

Yours faithfully,

(C. Haribabu)

Dy. Commissioner

Encl - as above

Copy to :-

All Cluster Incharge AC, NVS, RO, Patna for information and checking the records during visit to JNVs.

DUTIES AND RESPONSIBILITIES OF STAFF NURSE

STAFF NURSE:-

1. Nurse shall be incharge of first aid and sick room of the Vidyalaya and shall look after its maintenance.
2. Nurse will assist the Medical Officer during his/her visit to the Vidyalaya and carry out instructions given by him/her with regard to the treatment of the patients, if any.
3. Nurse will maintain a record of all the children who report sick and the treatment given to them, if any.
4. In the event of a child requiring specialized medical treatment, the Nurse shall immediately inform the Principal.
5. Nurse shall keep a record of medicine purchased and administered to the children/employees of the Vidyalaya. For this purpose, a register containing the details of medicines purchased and issued shall be maintained by him/her which should be counter-signed by the Principal at least once in a fortnight.
6. Nurse shall also visit the Vidyalaya Mess daily to guide Catering Assistant to maintain proper hygienic conditions in and around the dining hall and dormitories and to give suitable dietary instructions in case of sick students.
7. Nurse shall be the ex-officio member of the Mess Committee of the Vidyalaya.
8. To take care of all cleanliness in the vidyalaya premises.
9. Nurse shall carry out any other duty assigned by the Principal.
10. Nurse shall maintain a regular clinic with necessary first aid.
11. Nurse will ensure proper installation and functioning of Sanitary Napkin Vending Machine and Disposal Machine/Incinerator at appropriate place.
12. Nurse will be incharge of Sanitary Pad and will ensure proper functioning of Sanitary Naplike Vending Machine. Staff Nurse has also to maintain proper record related to menstruation.
13. **Adolescence problems should be talked in a mature way by the Staff Nurse.**
14. Regular health checkup be got done in case of all children and changes in weight and height of children be recorded twice in year with the help of Vidyalaya Nurse.
15. Before sending the children out of JNV for any competitions/ on mini-migration/ migration, their health checkup has to be got done.

16. Though the Vidyalaya doctor initially attends to the sick children, it is the duty of Staff Nurse to keep continuous watch over the recovery of the student. In case, after a day or so the sickness still continues, Staff Nurse assisted by the Principal and with advice of the Vidyalaya doctor, make necessary arrangements to rush the child to the District Hospital, where the child may be admitted if need be, as an inpatient. In case the sickness prevails for one or two days, the parents of the child should also be intimated. A record of all referral cases may also be maintained.
17. Staff Nurse should always stay in the Campus and be available round the clock.
18. Staff Nurse should personally examine every student every week and record the problems if any, under his/her initials. This will be a weekly drill. There should be four entries in a month pertaining to each student.
19. Staff Nurse will attend the sick child immediately. No illness of the child is to be taken casually or a routine manner instead the symptoms of illness and medicines given should be recorded in the register.
20. For regular medical check-up of the students and maintenance of Health Record and for monitoring of health problems of the children of the JNV, the Staff Nurse would be accountable.
21. Adequate care should be taken with regard to drinking water. The staff nurse should be instructed to ensure that the water is properly purified/chlorinated before using for drinking purpose.
22. Staff Nurses have been made exclusively incharge of maintenance of cleanliness, hygiene in the mess and dining hall.
- 23. Staff Nurse should serve the students with Humanitarian approach.**
24. Comprehensive health check up of all the students must be done class wise/ house wise in a systematic manner and report to be maintained accordingly.
25. Staff Nurse must identify the students having Hearing Problem, Vision Problem & mild autistic problem and may take the students to the specialists initially by getting the advice of Vidyalaya Doctor and then may be informed for further treatment.



(C. Haribabu)
Dy. Commissioner