

1. The duties and responsibilities of the Staff Nurse on contract will be as per the following details as per the Samiti directions:-
  - a) The Staff Nurse shall be in charge of first aid and sick room of the Vidyalaya and shall look after its maintenance.
  - b) She 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 sick students, if any.
  - c) She will maintain a record of all the children who report sick and the treatment given to them, if any.
  - d) In the event of a child requiring specialized medical treatment, the Staff Nurse shall immediately inform the Principal.
  - e) The Staff Nurse shall keep a record of medicines purchased and administered to the children/employees of the Vidyalaya. For this purpose, a register containing the details of the medicines purchased and issued shall be maintained by her which should be countersigned by the Principal at least once in a fortnight.
  - f) The Staff 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.
  - g) She shall be the ex-officio member of the mess committee of the Vidyalaya.
  - h) She will take care of all cleanliness in the Vidyalaya premises.
  - i) She shall carry out any other duty assigned by the Principal.
  - j) She shall maintain a regular clinic with necessary first aid.
  - k) She will help the ailing girls for taking timely medicines and proper diet as prescribed by the medical officer.
  - l) She will provide personal care to the ailing girls comfort them.