

School Nurse

Purpose Statement

The job of School Nurse is done for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information, training staff and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to Assigned Administrator

Essential Functions

Administers first aid, medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children.

Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.

Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, evaluating health & developmental status of pupils, referring for proper treatment and complying with legal requirements.

Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.

Implements health care plans for students with health issues or developmental needs (e.g. designing individual specific plans, etc.) for the purpose of meeting the needs of students with chronic health issues and/or accommodation requirements.

Interprets health and developmental assessments for the purpose of providing information and/or ensuring that health and treatment plans are appropriate.

Maintains data collection and records for the purpose of providing up-to-date information for meeting State and Federal regulatory reporting requirements and data for reimbursements.

Maintains student's confidential files and records (e.g. immunization records, screenings, physician authorizations, etc.) for the purpose of providing information required by legal requirements and professional standards; completing State reporting requirements.

Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.

Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.

Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on students' health needs, service delivery, and educational programs; and/or improving skills and knowledge.

Provides home visits to students for the purpose of facilitating follow-up medical care, health and developmental interventions, and/or promoting access to health care providers and/or other community resources.

Provides training on a variety of health related subjects and individualized care procedures (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, tracheotomy care, g-tube feeding, food allergies, STD's, hygiene, etc.) for the purpose of training staff in providing specialized care and health procedures in accordance with individual student health requirements and/or acting as a resource to students, teachers, and other school personnel.

Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.

Reports health and safety issues to assigned administrator and appropriate agencies (e.g. suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.

Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.

Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; problem solving in emergency situations; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; specialized healthcare procedures for medically fragile students; childhood diseases and disorders; health screening procedures, pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry, hostile or injured individuals; maintaining confidentiality; interpreting health records and medical reports, working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is

performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

CPR/First Aid Certificate
Valid Driver's License & Evidence of Insurability
Registered Nurse (RN) License
Public Health Nurse (PHN) Certification
Pupil Personnel Services School Nurse Credential

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

5/3/2018

Salary Grade

<AB+30