

JOB DESCRIPTION

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. Registered Nurse
2. Bachelor's Degree in Nursing
3. Interest in children
4. Good communications skills
5. Confidentiality

REPORTS TO: District Business Manager
District Administrator

SUPERVISES:

1. Nursing Assistant
2. Immunization Coordinator

TERMS OF

EMPLOYMENT: The School Nurse works during the school year.

The School Nurse is paid at a rate commensurate with other school employees in positions requiring the minimum of a baccalaureate degree.

PROGRAM GOALS:

1. To provide the fullest possible opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.
2. To provide program guidance in support of the curriculum and to serve as a resource for staff and students.

PERFORMANCE RESPONSIBILITIES:

1. Coordinates school health service, including immunizations, student health programs, and vision and hearing screening.
2. Recommends referral of students in need of medical and dental care.
3. Provides first aid for injured students, contacts parents, and recommends follow-up treatment.
4. Provides control measures for prescription medications and supervises their dispensation.
5. Reports to parents, school personnel, physicians, clinics, county nurse, and other agencies on school health matters.
6. Supervises the maintenance of up-to-date cumulative health records on all students.
7. Observes students on a regular basis to detect health needs. Conducts periodic screenings to detect the presence of contagious conditions.
8. Reports suspected abuse as provided by law.
9. Participates with school staff in developing and implementing the total school health program.
10. Works closely with the Health Education Coordinator/ Health Department Head and

- provides advice concerning modifications to the Health Education curriculum.
11. Prepares and submits reports for the district according to State Law and regulations.
 12. Authorizes the exclusion and readmission of students in connection with infectious and contagious diseases.
 13. Advises teachers on health matters, particularly regarding screening for student health defects.
 14. Assists school personnel in establishing sanitary conditions in schools.
 15. Attends committee meetings and conferences regarding health service and health curriculum.
 16. Participates in appropriate in-service training programs.
 17. Any other responsibilities assigned by the administration.

Approved: 4/19/04