

School Nurse

Reports to: School Nurse Coordinator and Building Principal

FLSA Status: Non-Exempt

SUMMARY:

Provides appropriate preventive, acute, emergent and chronic health care management for students, promotes student wellness, supports student academic achievement, encourages safe environment, acts as health resource for students, families and faculty/staff, provides limited services for employees including emergent care and routing physical assessment for transportation employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans school health programs, in cooperation with medical authority and administrative school personnel;
- Maintains and respects confidentiality of student and school personnel information;
- Assess the medical needs of the students as needed and provide feedback to parents and appropriate school staff;
- Provides medical teaching to classrooms that facilitates a healthy educational environment;
- Cooperates with school personnel in identifying and meeting social, emotional and physical needs of school children;
- Assists local health department in providing certain vaccines to appropriate students and faculty, provides first-aid, and maintains health records of students;
- Works with community agencies in planning facilities to meet needs of children outside school situations;
- Counsels students in good health habits;
- Assists in program for care of disabled children;
- Provides parents with school health forms so that the findings of the family physician or other pertinent health data can be reported to the school;
- Write a "Plan of Care", involving the student and parents, for every student who has specific health problems that might require modifications of physical activities, seating arrangements, or need frequent classroom dismissal. These POC's are to be kept in a notebook in the clinic, and a copy given to the school administrator. POC's are to be discussed with only appropriate staff;
- Reports significant student injuries, accidents and illness trends to the building principal;
- Checks pupil attendance and reports incidents of extended or illegal absence to school administration. Makes telephone calls to home to determine reason for absence;
- Notifies parents regarding illness or injury. Maintains a file of emergency phone numbers or other ways to contact those in parental authority;
- Provides supervision for sick or injured pupils until they are placed under their parent's care;
- Completes local and state school reports as required;

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- Documents and files student accident reports;
- Attends meetings with the school administrators when required;
- Consults with attendance teacher and staff members concerning a variety of health factors related to nonattendance and communicable disease;
- Assists in the development of individualized health care plans, using the nursing process and assessment of the student's responses;
- Participates in IEP or 504 meetings with parents, students, faculty, and administrators and designated others for students with special health care needs;
- Completes reports as directed by School Nurse Coordinator (monthly summaries, chronic disease lists, substitution plan, etc.) and as requested or mandated by School Nurse Coordinator such as annual vision and hearing results (copied to school principal), annual scoliosis reports, etc.;
- Recommends by requisition building equipment and supplies to the Principal;
- Orders, inventories, and oversees the storage of first aid and related health supplies and equipment;
- Approves early dismissal for health reasons;
- Respects the confidentiality of records and information;
- Attends in-service training to improve skills and knowledge of job expertise;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Performs related tasks as assigned by building administrator(s) and Nurse Coordinator in accordance with the school/policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess and maintain current First Aid and CPR certification
- Graduated from RN accredited nursing school preferred
- May have post-secondary education
- Be able to communicate effectively in both written and verbal language, demonstrate clerical proficiency, demonstrate sound judgment, and accept nursing supervision
- Must be able to work effectively with children of varying developmental stages
- Ability to establish and maintain effective working relationships with others
- Be flexible and adaptable to changing environments

EDUCATION AND/OR EXPERIENCE:

- Must possess high school diploma or GED equivalent and certificate from LPN nursing program.
(An associate or baccalaureate degree in nursing is preferred)
- Must possess and maintain valid licensure to practice nursing in the state of Virginia
- Experience in School nursing is desirable
- Experience in Community Health desirable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires climbing, sitting, stooping, crouching, reaching, pushing, pulling, grasping and repetitive motions. Frequent walking and lifting of patients/students may be required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important information to others accurately and quickly; hearing is required to perceive information at normal spoken words and to use equipment (such as routine stethoscope); visual acuity is required in order to see small numbers such as on sphygmomanometer and to assess for small foreign objects such as splinters or glass and to observe general surroundings and activities. The worker is subject to exposure to body fluids in performance of duties. Flexibility in schedule may be needed in case of medical emergency by student or staff or disaster. Daily contact with students, faculty/staff, administrators, family members, health care providers and community partners is required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.