

SCHOOL NURSE JOB DESCRIPTION

The School Nurse assists in coordinating health services to students and employees with the School District and ensures that all health services comply with Federal and State laws and standards. The School Nurse supports the assistance and follow-up care of sick and injured students, maintains health and medical documentation for the school and is part of the educational team for health education, wellness promotion and School District Safety Committee

Qualifications

Current Wisconsin State Licensure as a Registered Nurse

Minimum Degree/certification as outlined by DPI

Experience working with school age children, community health, and physicians/clinics

Documentation of on-going professional development in the health care area

Required Skills and Abilities

- Ability to work effectively, collaboratively, caringly, and positively with employees, students, parents, medical personnel (including school medical advisor and county health dept.) and the general public.
- Ability to adapt and be flexible with nursing process to fit the needs of the school community.
- Ability to display proactive behavior through initiative, decisiveness, and the ability to work independently
- Maintain confidentiality of sensitive information (medical and personal information) while demonstrating the highest level of ethical behavior.
- Communicate effectively, verbally and in writing, to a diverse audience.
- Stay current with school nursing related services as is applies to federal, state, and dpi mandates.

Responsibilities

The primary emphasis is providing oversight and assistance in maintaining an optimal level of school nursing services through established policies and practices for all students and employees through:

- Develop, update, and maintain health related policies, protocol, and procedures for the School District (i.e. medication policy, immunizations).
- Perform nursing tasks consistent with educational preparation commensurate with certification/licensure.

- Provide/ensure emergency care of student/employee illness or injury
- Communicate with parents/guardians and students regarding health concerns
- Participate in requested student evaluations and develop student health care plans when applicable
- Ensure emergency and non-emergency situations are referred to parents, physicians, medical facilities and other appropriate personnel or agencies.
- Maintain connections with community agencies, schools, and families to provide on-going support in health and wellness activities that aim to improve and maintain a healthy school environment.
- Initiate and be a resource for the training of nursing tasks to staff members (e.g.: first aid, CPR/AED, blood-borne pathogens, glucagon training, epi-pen).
- Act as a resource person to staff members teaching health related curriculum
- Assist in completing medical assistance billing and other health related school reports
- Conduct/provide informational/educational program(s) in conjunction with School Board policy and DPI requirements on human growth and development, hygiene, and/or other curricular health needs as directed by Administration.
- Assist in the obtaining and maintaining of school medical emergency cards, immunization records, and other appropriate medical documents for students, families, and school staff.
- Assist Administration in follow up on medically excused absences as necessary.
- Assist Administration in preparing, budgeting, ordering supplies, materials, and equipment. Assist in inventorying of supplies and equipment.
- Coordinate involvement of community resources supporting a health school environment (i.e. Lion/Lioness Club eye screening program)
- Perform other duties as assigned by the District Administrator

APPROVED: October 14, 2013

REVISED: