

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description

Title: District Nurse

Qualifications:

- Possession of a current license to practice professional nursing in Maine.
- Three years' experience as a professional registered nurse.
- Certification, as required by the Department of Education.
- A baccalaureate degree is required. If a candidate does not have a BSN degree, he/she must be matriculating in a program to gain a bachelor's degree when applying for certification. The degree can be in nursing or a related field.

Reports to: Superintendent of Schools

Job Goal: The school nurse is a registered professional nurse, certified with the Maine Department of Education, working in the school setting, who strengthens and facilitates the educational process by improving and protecting the health status of children.

The major focus of school nursing services is the prevention of illness and disability and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

Responsibilities:

Functions

- Provide health assessments
 - Obtain a health and developmental history.
 - Screen and evaluate findings for deficits in vision, hearing, growth, etc.
 - Observe the child for development and health patterns in making a nursing assessment and nursing diagnosis.
 - Identify health findings which do not fall within the normal range.
- Develop and implement a health plan
 - Interpret the health status of pupils to school personnel.
 - Initiate referrals to parents, school personnel, and community health resources for intervention, remediation, and follow-through.

- Provide ongoing health information to pupils, parents, school personnel, and health agencies.
- Recommend and help to implement modifications of school programs to meet students' health needs.
- Utilize existing health resources to provide appropriate care of pupils.
- Maintain, evaluate, and interpret cumulative health data to accommodate individual needs of students.
- Participate as a health specialist on the child education evaluation team to develop the health Individualized Educational Plan (I.E.P.).
- Plan and implement school health management protocols for the child with chronic health problems, including the administration of medication.
- Develop procedures and provide for crisis intervention for acute illness, injury and emotional disturbances.
- Promote and assist in the control of communicable diseases through preventive immunization programs, early detection, surveillance, and reporting of contagious diseases.
- Recommend provisions for a school environment conducive to learning.
- Provide information on health.
 - Provide health information to assist students and families in making health-related decisions.
 - Participate in health education directly and indirectly for the improvement of health by teacher persons to become more assertive health consumers and to assume greater responsibility for their own health.
 - Provide information to adolescents concerning health problems in order to encourage responsible decision-making practices.
- Coordinate school and community health activities, and serve as a liaison person between the home, school, and community.
- Act as a resource person in promoting health careers.
- Engage in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
- Assist in the formation of health policies, goals, and objectives for the district.

Administration:

- Responsible for maintaining and updating cumulative health records.
- Help develop/revise school health policies, procedures, and standing orders.
- Prepare the budget for school health supplies.
- Review, revise, and implement emergency policies, including in-service health and safety programs for personnel.
- Prepare first aid kits for each building.
- Organize, instruct, and supervise school health volunteers or assistants
- Report regularly, in writing, to the principal and superintendent on school health activities.

- Prepare statistical reports for the Department of Educational and Cultural Services and the Department of Health and Human Services for the superintendent's signature, as required.
- Implement the school medication policy and procedure.
- Maintain health files for all current R.S.U. No. 67 employees.
- Train non-medical staff to administer medications.
- Train all employees on BBP and EpiPen administration.
- Responsible for nursing students that do their internship in our school.
- Prepare and maintain Health Services budget.
- Order all supplies for health services.
- Coordinate and schedule students for MASH clinic.
- Responsible for MASH clinic meetings.
- Maintain AED equipment and monthly testing.
- Supervise medical staff and perform evaluations.
- Coordinate schedule with building principals.
- Write letters to physicians, when necessary, to communicate student behaviors.
- Communicating with guidance, social worker and special education departments regarding health care plans.
- Coordinate puberty talks with local healthcare providers.
- Communicate any issues or concerns with Health Services Department to Superintendent.
- Responsible for any additional medical issues that may arise.
- DHS referral, as needed.

Coordination:

- Interpret school health services to school personnel.
- Plan, implement, and supervise school health screening programs in accordance with state and district requirements and recommendations. Provide follow-up services when indicated.
- Interpret appraisal findings, and help students and parents accept responsibility for diagnosis and treatment.
- Serve as health liaison between school, home and the community.
- Encourage parents to maintain current immunization protection, as recommended by the Department of Health and Human Services.
- Participate in the health aspects of kindergarten pre-registration.
- Optional participation in the extended school year program (summer school) with compensation at a per diem rate based on yearly salary.
- Help school personnel recognize departures from appropriate behavior and growth patterns; help students and staff adjust student programs, when necessary, to accommodate health needs of students.
- Serve as a resource person to school personnel.

Recommendations:

- Attend the annual school nurse update sponsored by the Department of Education in its entirety.
- Read the Faculty Handbook, Student Handbook, Physical Education Handbook, Pupil Evaluation Team Handbook, and the School Health Manual.
- Get to know the key people: administration, faculty, the guidance and physical education personnel, secretaries, custodians, and bus drivers.
- Obtain a private area for assessment/counseling, with proper ventilation, lighting, heat, telephone, filing, and resource materials.
- Obtain needed supplies and equipment for the nurse's office. Include a telephone.
- Meet with the teachers to acquaint them with the health program, health services offered, and classroom emergency procedures for first aid.
- Set up first aid kits for the various areas of your schools.
- Set up a daily log to list those students who visit the nurse's office or need special attention.
- Review students' health records and inform school personnel of special health problems and possible school safety hazards. This is an excellent time to have handouts ready for the faculty in such areas as epilepsy, diabetes, etc.
- Plan to attend as many faculty meetings as possible. This helps identify the school nurse as a member of the staff.
- Keep lines of communication open between nurse and teachers, nurse and administration, nurse and parents, and nurse and guidance department.
- Participate in the preparation of the school health services budget.
- Develop full-year plan for scheduled health activities, including accommodated mandated reporting.
- Join your professional organization, the Maine Association of School Nurses.
- Prepare reports monthly/yearly. It is extremely important to document school nursing activities. This documentation provides both the superintendent and school board with information to support the need for school nursing. A yearly report should summarize data in the monthly reports.

Work Schedule: 181 days based on the teachers' current, negotiated, collective bargaining agreement. Working hours 7:15 am – 2:30 pm normally, with the understanding of the need to work flexibly as the needs of the employment require.

Evaluation: Evaluation shall be completed annually by the Superintendent of Schools

Adopted: August 5, 2015