

TITLE: SCHOOL NURSE

Purpose: The school nurse shall cooperatively organize and manage health care services for the students within the USD #362 promoting optimal health and educational potential.

Responsible to: Superintendent

Salary: According to Nurse Salary Schedule

QUALIFICATIONS:

1. Registered Nurse with Kansas licensure
2. Ability to function within the legal ethical constraints of the School Nurse position
3. Trustworthiness regarding confidentiality as required under the Kansas Nurse Practice Act
4. Active pursuit of continuing education in the field of school health
5. Possession of a valid Kansas Driver's License and must have own transportation since person may work in all attendance centers
6. Willingness to work as a team member
7. Ability to establish rapport with children and to relate positively to them

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

All Employees are expected to:

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.

4. React to change and frequent interruptions in a productive and positive manner.

Performance Responsibilities:

1. Health Management:

- Evaluate the environmental factors, physical health and development of students in order to make a nursing assessment and establish priorities for action.
- Conduct programs for dental, vision, hearing, referrals, and follow up.
- Professional documentation for all health services rendered.
- Follow up on required medical assessments and immunizations.
- Work closely with parents, Administrators, Counselors, Social Worker, and other staff, to develop plans for students with frequent absences and/or current health problems.
- Act as a liaison between parents, students, and staff regarding individual special health care needs.
- Identify students with chronic health problems and formulate a written health care plan.

2. Illness & First Aid

- Supervise the health center.
- Provide first aid and/or the appropriate medical or physical care to students needing assistance. When further attention is required, the student will be released to the care of the parent, a designated responsible adult, or other medical personnel.
- Dispense medications only as prescribed by a licensed physician/health care provider, as authorized by a parent, and in accordance with district policy and state requirements.
- Notify parents regarding student health status as appropriate.
- Make referrals and follow-up for individual health concerns by telephone, written report, or personal conference with parents and/or medical personnel.
- Follow up on school environment issues regarding safety/sanitary conditions reporting to the building principal.

3. Health Education

- Use direct health services as a vehicle for health education counseling.
- Serve as a consultant and resource person for the total health education program.
- Present special health topics as coordinated with teachers.
- Assist staff in obtaining resource materials for health related topics.
- Delegate, train, and supervise unlicensed staff members to care for special health care needs of students as appropriate.

4. Preschool/Early Childhood

- Assist with early childhood screening program.

5. Children With Special Health Concerns

- Serve as a building screening team member in identification, evaluation, and providing care for health needs.
- Attend area screenings and staffings when appropriate.
- Recommend to the administrator modifications in the educational program for students when indicated by the health and/or developmental status.
- Assist in development of the IEP/Section 504 as related to health.
- Assist in the planning for the physical needs of handicapped students.

6. Communicable Diseases

- Maintain the program for communicable disease control as recommended by the state Department of Health and Environment and the local school district.
- Ensure that each student has the required immunizations or legal exemptions as determined by the state.

7. Record Keeping

- Maintain current cumulative health and other appropriate records.
- Keep necessary records and statistics for the local Health Departments and Kansas Department of Health & Environment. Keep accurate and timely reports.

8. Community & Staff Involvement

- Offer health counseling for students, parents, and school personnel regarding school health issues.
- Serve as a liaison between the school and community.
- Set up training sessions within the district as needed.
- Adhere to all district health and safety policies, including all precautions of the Blood borne Pathogen Exposure Control Plan.
- Serve as a member of the Crisis Response Team
- Assist with coordination of special clinics and health programs.

Perform such other duties as assigned from time to time.

Term of Employment: At will.

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

Approved:

_____ Date: _____
Board President

Reviewed and agreed to by: _____ Date: _____
Employee