

Job Title:	<b>School Nurse</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>None</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Assists in providing health, nursing and related program services to all students; serves as resource person to program staff and parents; and provides liaison activities with other community agencies for the purpose of providing a healthy and nurturing environment.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Acts as liaison with the county/state for immunizations, tests for hearing and vision and general health information. Screens students as required by law. Enter data to computer and to student's chart.
- Provide follow-up screening for students for any failures of a hearing/vision screening. Notify parent or guardian of the situation. Provide referral. Document into student charts
- Assumes responsibility for referral of students in need of medical, dental, and vision care as appropriate.
- Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters as appropriate.
- Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
- Transports students as appropriate to emergency care.
- Participates with the district in planning total school health education programs.
- On an on-call basis, advises on the exclusion or readmission of students in connection with infectious and contagious diseases.
- Advises teachers on health matters, particularly regarding screening for student health defects.
- Assists school personnel in establishing sanitary conditions in schools.
- Advises building as requested in the requisition of health supplies.
- Prepare and/or update students' medical charts, inserting pertinent documents.
- Collect copies of students emergency forms
- Assist in daily monitoring and care of health issues such as diabetes and asthma
- Prepare and distribute first aid kits to teachers. Restock and provide refill items.
- As required, assist in other medical needs across the district.
- Assist SPED RN as necessary and/or required to care for medically fragile students. Training will be provided and procedures and processes must be followed explicitly.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

**PRIORITY OF DUTIES FOR SCHOOL NURSE**

In order to facilitate the maximum health care service to the students of the Page Unified School District the following list shall provide direction in determining the priorities of the duties of the school nurse.

1. Care of Medically Fragile Children as directed by the SPED Nurse.
2. Building Principals Directive
3. Emergency Care
4. Dispensing Medicine as per Board Policy JHCD
5. Teacher Referral Follow-up
6. Health Services for Students Referred by Teacher
7. Vision and Hearing Testing
8. Health Education
9. Wellness Program for Staff

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- Experience preferred in the following areas:
  - School Nursing Practice
  - Physical Assessment of the School-Aged Child
  - Nursing Care of the Developmentally Disabled Child
  - Hearing/Vision Screening
  - Immunization screenings and verifications
- CNA/MA with license in good standing

**Computer Proficiency:** MS Office Suite, Google Suite

## **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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*